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Memorandum 6L-239

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JAN 27 1956

JAY W. FORRESTER

Division 6 - Lincoln Laboratory  
Massachusetts Institute of Technology  
Lexington 73, Massachusetts

CLASSIFICATION CHANGED TO:  
Auth: DD 254  
By: R.R.E.  
Date: 3-15-60

Subject: Group Leaders' Meeting - January 23, 1956

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: January 26, 1956

Present: J. W. Forrester, R. R. Everett, J. A. Arnow, H. D. Benington,  
D. R. Brown, W. J. Canty, S. H. Dodd, R. S. Fallows, C. W. Farr,  
D. R. Israel, K. E. McVicar, B. E. Morriss, Jr., J. A. O'Brien  
W. H. Papian, J. C. Proctor, E. G. Rich, M. H. Taylor, P. Youtz

- Agenda:
1. Cafeteria
  2. Possibility of Renting a 704
  3. Program Schedules
  4. G. E. Data Link
  5. Relationship Between Lincoln and MIT
  6. Display
  7. Group Organization
  8. Murphy Move
  9. Personnel Additions
  10. Divisional Social Events
  11. XD-1

1. Cafeteria

Proctor stated that negotiations for a firm to operate the cafeteria are being conducted by DDL. He was unable to estimate an operating date. He said the question of coffee and pastry carts versus a coffee and pastry counter in the Lincoln buildings remained to be negotiated; there are no present plans for a sandwich counter in the building; no covered access to the cafeteria has yet been provided.

2. Possibility of Renting a 704

Everett reviewed the time schedules on NEC and XD-1 and the computer load to be expected from display problems (AICEN, CPAR, etc.).

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WW-I will continue to be tied up with the Cape Cod System and the S and EC work; the load on WW-I will drop  $1\frac{1}{2}$  to 2 years from now due to the existence of the MIT Cambridge 704 and XD-1, meanwhile, there is an overload; TX-0 will not be adapted for this type of work. Everett explored the need for renting a 704 for Lincoln use during the computer overload period.

Forrester requested that this item be placed on the agenda for January 30.

### 3. Program Schedules

Arnov advised that a recent evaluation of the programming schedule indicates that the effort is two weeks behind schedule. He said the delay is due to manpower performance; the tracking group is in the greatest difficulty; assignments have been shuffled to compensate; he hopes to gain back two out of four weeks lost in the tracking group, which is now at the coding specifications stage. He was unable to estimate the ultimate effect on programming schedules.

Some of the difficulty was attributed to Rand personnel recruited during the recent crash program.

Arnov has requisitioned a Ditte machine to expedite the issue of material; Proctor will follow this procurement.

Further discussion related to the IBM delivery date for the additional O26 machine. Morris agreed to furnish information concerning equipment on hand and expedite delivery of the O26.

### 4. G. E. Data Link

Rich advised that the Barta building is proceeding with work to adapt WW-I to operate with the G. E. data link; one month's work is estimated. Upon completion, WW-I will work with both data links simultaneously, or with either one; WW-I will also work with XD-1 and with the South Truro site or the Field Station.

### 5. Relationship Between Lincoln and MIT

Morris inquired results of Steering Committee discussion of the relationship between Lincoln and MIT. Everett advised that it has not been discussed at Steering Committee. Forrester observed that it may still be discussed prior to the February meeting, which Holloway will attend; he said that the graduate study arrangements represent a large step. Forrester and Overhage have a scheduled meeting at Cambridge this week to iron out the procedure for Staff Associates.

### 6. Display

Taylor and O'Brien discussed assignment of Bob Gould, who is a transfer from Group 62 to Group 63, for liaison with Group 38 on display

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machine-man relationship problems.

O'Brien observed a turnover trend in his group where staff members were eager for assignments involving advanced technology.

O'Brien inquired about plans for the ready room in Building F now occupied by IR-1. Corderman advised that plans are in preparation and will be issued this week.

Forrester spoke of AF distress over the cost of blue room lighting. Everett agreed to assign responsibility for further lighting work within the divisional reorganization structure. Everett will discuss the question with Forrester, Taylor (also Corderman, if he is to be assigned the responsibility).

#### 7. Group Organization

Dodd stated that organization and responsibility descriptions, by groups down through Section Leaders, will be issued this week. This will be followed in due course by detailed descriptions of individual tasks and manpower required; Dodd will discuss these descriptions with Group Leaders and will assemble the material, looking for voids and overlaps.

Proctor has issued a detailed list of group transfers (150 people were shifted) and will work out a space consolidation.

#### 8. Murphy Move

Israel announced that Group 61 is now established at Murphy Hospital. Lighting is adequate and ceilings have been painted, but telephones are inadequate (3 phone numbers for 65 people; a new switchboard is scheduled for April installation). There are no conference tables. Personnel are in bullpens for lack of partitions. Proctor is investigating the telephone schedule and possibilities for temporary relief; he will also arrange for loan of conference tables and investigate movable partitions.

#### 9. Requested Personnel Additions

Proctor reviewed divisional personnel stating that Division 6 now has 495 employees plus 6 outstanding requisitions; 4 additional new requisitions were presented at the meeting.

- a. Group 62 had requisitioned a technician for Eckl's section, enlarging the section by one to handle the anticipated load represented by an inbound quantity shipment of transistors. Brown decided that other Group 63 needs deserved a higher priority and retracted the requisition.
- b. A requisition for acquisition of a computer operator for WW-1 by transfer from Group 22 was initiated some time ago and can be consummated now

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that Group 22 has obtained a replacement. The transfer was approved with the understanding that it will be regarded as an "advance replacement."

Discussion of the mechanism of transferring or laying off technicians closed with the understanding that specific proposals for such moves would be presented to Proctor before the fact for clearance through the Personnel Office.

- c. Israel had submitted a requisition for a computer operator to be assigned to Group 61 for work on MTC. Discussion substantiated the need, and approval was granted.

Discussion of procedure for authorization of new hiring led to the question of group quotas.

Farr was asked to place this item on the meeting agenda when time permits but not later than three weeks hence.

Forrester reasserted that recruiting must continue at a high level with the object of staff upgrading; outstanding candidates must be brought forcibly to the attention of Proctor, Forrester, Everett, Dodd, Jacobs, or Taylor.

Forrester requested Dodd and Proctor to issue a requisition for one of each kind of staff member needed, on a long-term basis.

- d. A requisition for a secretary for Fallows and Anderson at Murphy was approved.
10. Divisional Social Events

Forrester requested Farr to arrange a subcommittee meeting on divisional social events and present a recommendation to the Group Leaders' Meeting as soon as possible.

11. XD-1

Everett suggested recognition of the milestone passed in bringing XD-1 into operation. Forrester requested Dodd, Jacobs, and Taylor (with others who wish to express an opinion) to work out a proposal.

*C. W. Farr*  
C. W. Farr, Secretary

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