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*J. F. Jacobs*

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Memorandum 6L-307

Copy # 1 of 18

Page 1 of 4

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Date:	3-15-60

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

**Subject:** Group Leaders' Meeting - 3 June 1957

**To:** Group Leaders and Associate Group Leaders

**From:** C. W. Farr

**Date:** 5 June 1957

**Present:** R. R. Everett, N. H. Taylor, J. A. Arnow, D. R. Brown, W. J. Canty, C. L. Corderman, N. L. Daggett, R. S. Fallows, C. W. Farr, J. B. Goodenough, D. R. Israel, J. F. Jacobs, K. E. McVicar, B. E. Morriss, J. A. O'Brien, W. N. Papian, J. C. Proctor, E. S. Rich, and C. A. Zraket

**Agenda:**

1. Building F Tours
2. Overtime
3. FD Radar Program
4. Section Leader Appointments
5. Message Composer

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Memorandum 6L-307

UNCLASSIFIED

Page 2

ACTION

1. Building F Tours

Everett announced that suggestion had been made that IBM undertake some of the load of guidance of visitors to Building F. O'Brien indicated that Group 62 will receive little relief from such a change -- guides have been set up in various groups in the Laboratory so that Group 62 furnishes guides only in case of technical tours which are equipment-oriented, plus certain VIP tour assistance.

In the absence of adoption of a specific change in plans, it is assumed that Group 62 will continue to call on IBM for tour assistance as needed.

Everett pointed out that VIP will always require special handling and that the enlistment of IBM services would be on the basis of expediency and appropriateness -- IBM has a natural interest in participating when feasible, in tours in which their equipment is the principal object of interest.

2. Overtime

Proctor summarized his investigation of overtime requirements of the several groups:

Group 60 overtime has decreased now that a backlog of Drafting Room and Document Room work has been completed -- future arrangements in Drafting Room and Document Room, Print Room and Model Shop will eliminate overtime except as found specifically justifiable -- the justifiable load in the Print Room is now averaging 8 to 24 man hours weekly.

Group 62 weekend overtime is necessary since no other time exists between the Friday and Monday operational missions -- also it is necessary to schedule work on the DC supplies on weekends -- overtime will be kept at a minimum.

Group 63 overtime has been scheduled to maintain the pace of development work -- elimination of overtime will delay the development program but it can probably be cut somewhat without serious delays.

Everett requested Group Leaders to submit justification for overtime such as that required for maintenance and operation of WWI, MTC, and XD-1 -- he requested that other overtime be kept at a minimum in line with Laboratory policy.

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Memorandum 6L-307

UNCLASSIFIED

Page 3

ACTION

2. Overtime (Continued):

Group 64 is operating MTC and WWI and therefore is justified in overtime necessary for reliable operation of the computers -- this will be kept to a minimum and there will be considerably less than in recent months during which major installations have been performed.

O'Brien raised the question of early morning overtime (7:00 a.m.) -- Everett indicated the possibility of arranging staggered hours.

3. FD Radar Programs

Canty inquired need for Division Head review of the test concept on frequency diversity radars being prepared by Rosen and others -- Everett indicated that Rosen's committee will probably submit the test concept for the necessary review.

4. Section Leader Appointments

Under this item (actually discussed first in the meeting) Everett welcomed John Goodenough, newly appointed Associate Group Leader, Group 63,

Papian announces supervisory changes contemplated in Group 63 as follows:

Don Smith will be appointed Section Leader of the Physics Section.

Don Wickham will be appointed Section Leader of the Chemistry Section.

Ben Gurley will be appointed Section Leader of the Systems Section.

Jack Raffel will be transferred to the Memory Section as an Assistant Section Leader.

Ken Olsen will be transferred to the Special Projects Section as Section Leader

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Memorandum 6L-307

UNCLASSIFIED

Page 4

ACTION

4. Section Leader Appointments (Continued):

this section will, among other things, undertake a design of SBT logic boxes.

Papian indicated that Group 63 over-all supervision will be divided between Corderman and Goodenough, with Corderman supervising the Sections working on "machines and systems" and Goodenough supervising those concerned with "materials and components".

5. Message Composer

Israel suggested the need for action in the design and development of message composing equipment, specifically for the Manual Inputs Room in SAGE, and generally as an accessory to real time computers.

After discussion, Everett summarized indicating that a channel exists, (Group 68) for implementing such a proposal and requested Brown to consider the question -- Everett also raised the question whether such a development should be undertaken by Lincoln Laboratory or by a commercial concern.

SIGNED: \_\_\_\_\_

*C. W. Farr*  
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