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Memorandum 6L-331

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

Subject: Group Leaders' Meeting - 30 December 1957

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: 7 January 1958

Present: R. R. Everett, J. F. Jacobs, D. R. Brown, W. J. Canty, N. L. Daggett,  
A. M. Falcione, R. S. Fallows, C. W. Farr, J. B. Goodenough,  
D. R. Israel, 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
  2. Overtime
  3. Russian Language Course
  4. McGuire Program Status
  5. ATC Tapes
  6. Salary Review

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ACTION

1. Building F

O'Brien discussed the interest of the 6520th AC&W Squadron in the maintenance coordination team in ESS and some problems which have arisen.

Everett requested O'Brien to discuss the situation with Colonel Waterman.

2. Overtime

Proctor pointed out that Division VI overtime in the past quarter year has exceeded the estimate submitted by the Group Leaders.

Proctor requested the Group Leaders to estimate overtime accurately, to monitor their performance against their estimate and to advise him in case of major change.

3. Russian Language Course

Farr read a recent letter from M. M. Kessler announcing the starting of a Scientific Russian Language Course early in January.

Group Leaders were requested to advise Farr December 30 of any candidates for the course.

4. McGuire Program Status

Morriss discussed the automatic crosstell features of the McGuire program.

5. ATC Tapes

Morriss discussed the status of ATC tapes. Twelve tapes were prepared at Kingston before the machine was removed from service. The tapes are scheduled to be ready by 20 January. The quality of the tapes is in question due probably to an error in the program that made the tapes.

Everett authorized the use of XD-1 as necessary to meet the January 20 dead line. Thompson and Rising will work together in ironing out the difficulty.

6. Salary Review

Everett requested a brief statement from each Group Leader concerning the results of the recent salary review.

SIGNED

C. W. Farr

CWF/lcc