

Administrative Memorandum A-42-4

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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

SUBJECT: BIWEEKLY REPORTS

To: Laboratory Staff and Secretaries

From: R.R. Rathbone

Date: October 6, 1952

Reference: Supersedes A-42-3

Abstract: Biweekly reports are required from each staff member. Comments should be concise but convey the scope of the work done during the period. Items covering special Laboratory projects will be written at the same times but receive limited distribution.

Biweekly progress reports on engineering, administration, and services are due from each staff member at 3:00 p.m. on alternate Fridays. A reminder will be given on the public address systems in the Barta and Whittemore buildings the day the report is due. All entries should be typed or handwritten on Inter-Office Correspondence forms. The original and first carbon should be left with whoever is designated in the P.A. announcement. Material should be classified as shown in the Decimal Index at the end of this memorandum. Each decimal classification should be on a separate correspondence sheet to facilitate sorting into order for final typing. Classifications will be added and deleted as the project work changes. Supplementary headings, provided by the engineer, will be most welcome. These headings should be short and not bear a decimal classification.

Comments from each staff member should be concise but should convey the scope of his work. No attempt should be made to give detailed technical discussions, since these biweekly reports cannot replace R, E, and M series documents. A few well chosen sentences will usually be sufficient. Group leaders are urged to consult the men in their groups so that repetition will be avoided.

The following items should be covered:

- A. Nature of present work.
- B. Results of greatest interest.
- C. Future plans.
- D. Difficulties and delays.
- E. Identification of more detailed write-ups in the R, E, and M series.

Item D is of importance since some other members of the Laboratory may be able to assist in providing missing information or materials.

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Biweekly reports covering general laboratory activities will be consolidated by the editors and typed as M-series memoranda. They will be distributed to all staff members. Reports covering special Laboratory projects will be submitted at the same time but receive limited distribution.

Signed.....*R.R. Rathbone*
R.R. Rathbone

Approved.....*Jay W. Forrester*
Jay W. Forrester

RRR:ap

DECIMAL CLASSIFICATION

BIWEEKLY REPORT

1.0 SYSTEM OPERATION

1.1 Whirlwind I System

- 1.11 Operation
- 1.12 Component Failures in WWI
- 1.13 Storage Tube Failures in WWI
- 1.14 Storage Tube Complement in WWI

1.2 Five-Digit Multiplier

2.0 CIRCUITS AND COMPONENTS

2.1 Circuits by System Number

- 2.11 Central Control
- 2.12 Test Storage
- 2.13 Arithmetic Element and Arithmetic Control
- 2.14 Input-Output
- 2.15 Checking Circuits
- 2.16 Operator's Controls
- 2.17 Electrostatic Storage Circuits

2.2 Vacuum Tubes and Crystals

- 2.21 Vacuum Tubes
- 2.22 Transistors
- 2.23 Crystal Diodes

2.3 Ferromagnetic and Ferroelectric Cores

- 2.31 Magnetic-Core Materials
- 2.32 Magnetic-Core Memory
- 2.33 Magnetic-Core Circuits
- 2.34 Ferroelectric Materials

2.4 Test Equipment

2.5 Basic Circuits

2.6 Component Analysis

2.7 Memory Test Computer

3.0 STORAGE TUBES

3.1 Construction

3.2 Test

- 3.3 Research and Development
- 3.4 General
- 4.0 TERMINAL EQUIPMENT
 - 4.1 Typewriter and Tape Punch
 - 4.2 Magnetic Tape
 - 4.3 Display
 - 4.4 Magnetic Drums
- 5.0 INSTALLATION AND POWER
 - 5.1 Power Cabling and Distribution
 - 5.2 Power Supplies and Control
 - 5.3 Video Cabling
- 6.0 BLOCK DIAGRAMS
- 7.0 CHECKING METHODS
 - 7.1 Test Programs
 - 7.2 Display Programs
 - 7.3 Checking Circuits
 - 7.4 Marginal Checking
- 8.0 MATHEMATICS, CODING, AND APPLICATIONS
- 9.0 FACILITIES AND CENTRAL SERVICES
 - 9.1 Publications
 - 9.2 Standards, Purchasing, and Stock
 - 9.3 Construction
- 10.0 GENERAL