To: S&EC Programmers

From: Jack D. Porter

Date: March 17, 1955

SUBJECT: QUARTERLY REPORTS AND PROBLEM TERMINATION

QUARTERLY REPORTS

The quarterly reports previously submitted independently by Project Whirlwind and the Project on Machine Methods of Computation to the Office of Naval Research will henceforth be combined. This consolidation will principally affect those programmers who are members of the Machine Methods of Computation Group since they will no longer have to submit reports to both projects.

However, it seems worthwhile to remind programmers that these quarterly reports have a very wide circulation covering most of the United States and many foreign countries. Consequently, programmers are urged to exercise some care in preparing their reports. In general, these reports should contain a general summary description of the progress made on the problem. More specifically each report should include:

a. reference to the names of the programmers and analysts responsible for the work together with the laboratory, department, or project they represent;

b. a general description of the nature of the problem so that it can be recognized and interpreted by someone working in a related field; (When a problem is being described in a quarterly for the first time, a rather detailed description is desired. In subsequent reports, the programmer
should feel free to refer for details to this initial report. However, a sufficient description should always be included so that the reader can gain some idea as to the nature of the problem without referring to the initial report.)

g. the numerical procedures being used – or what modifications have been introduced since the previous report;

d. the progress made and the future plans – or, if this is a final report, an appraisal of the results obtained;

e. plans for publication (e.g., thesis, scientific journal, project report).

PROBLEM TERMINATION

Whenever a programmer feels that he has completed his use of Whirlwind for his problem, he is urged to write a terminating report following the form suggested above. This report will then be kept by the S&EC Group and included in the next Quarterly Report. This may not apply to members of the Machine Methods of Computation Group since the terminating reports they submit to Professor Morse may suffice for Project Whirlwind.

Programmers who terminate a problem should check the following steps:

a. submit a terminating report;

b. check with the tape room on the disposition of their tapes, films, and duplicate results that are kept on file; (Because of the limited storage facilities, it is impossible to retain tapes, films, and results for indefinite periods of time. If a programmer feels that his tapes may be of future use to him or to other programmers, it will be necessary for him to make suitable arrangements. Otherwise the information filed under his problem number will be obsoleted and discarded.)

c. remember that in any publications suitable credit should be given to the Office of Naval Research whose support of Whirlwind I made it available for the application being described;

d. remember that the S&EC Group will appreciate being informed of any future publications that include results obtained on Whirlwind.