Digital Computer Laboratory
211 Massachusetts Avenue
Cambridge 39, Massachusetts

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 consol-
idation 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 coherent description of the progress made
on the problem. More specifically each report should include:

a. reference to the names of the programmers and analysts res-
ponsible 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.)

      c. 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 WWI.