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1 September 1983

MEMORANDUM FOR: Members of the Workstation Environment Working Group

FROM:

[Redacted]

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SUBJECT: Minutes of the 25 August WSEWG Meeting

1. The Workstation Environment Working Group of the CIA Information Systems Board held its third meeting on Thursday, 25 August 1983. Members and alternates attending were:

[Redacted]

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Also attending were monitors Clarus Rice and [Redacted] and observer [Redacted]

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2. The minutes of the 8 August meeting were approved with some minor changes.

3. The Chairman stated that he would be willing to serve as Recorder too, if the Group wished. The Group so wished, so [Redacted] will record the proceedings and draft the meeting minutes for this and future meetings until the Group tires of his prose.

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4. The Group then turned its attention to its charter. [Redacted] proposed that the Group consider its charter to be a license to take up certain topics rather than tasking to do everything that might appear in it. The Group agreed to this interpretation. [Redacted] wondered whether "workstation/terminal environment" ought to be defined and, more to the point, whether it ought to include the physical environment including such things as

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lighting, acoustics, and furniture. After some discussion, the Group agreed to both these suggestions and [redacted] drafted some language for the charter. The Group agreed to this language and with its addition, the charter was approved. [redacted] was to produce a final version and circulate it within a day or so to give the members one last look at it before he advertises it to the Board as being approved.

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5. The Chairman, drawing a deep breath, then took up the next topic on the agenda: discussing his straw-man terms of reference for the workstation study requested by the Board. It became clear almost immediately that the straw-man would require considerable revision before being acceptable to the Group. [redacted] expressed her concern that it lacked focus and was too negative about current capabilities. She felt that the Group's immediate tasking from the Board was to address the issue of combining word and data processing in a single workstation and that [redacted] straw-man went considerably beyond this. [redacted] explained that he had hoped to produce just one paper which would satisfy a number of needs, but agreed that it probably would not be possible to do this in the time allowed; [redacted] said the Board was expecting a paper from us in October.

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6. It was pointed out that we ought to distinguish between the long term and the short term, a notion with which everyone seemed to agree. [redacted] suggested that we need to consider stand-alone service too. Two more basic questions were raised and discussed: "Should word processing and data processing be combined in a single workstation?", and "Should every Agency employee have his or her own workstation?". The Group agreed that the answer to the first question is "yes", but that a rationale should be given in the paper. The second question was discussed at some length and it was pointed out that in the DO and the DI, at least, present plans presume that the answer is "yes."

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7. The Group began grappling with the question of requirements and the distinction between data processing and word processing. [redacted] wondered whether any studies have been done on the changing role of secretaries. He opined that their role would be profoundly changed by the technologies we are considering. [redacted] pointed out that this is an excellent example of the difficulty of determining "requirements"; tools that we give people to satisfy their requirements often cause them to radically change what they do and how they do it, essentially invalidating the original requirements.

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8. With the meetings' allotted time rapidly running out, [redacted] proposed that he rework the straw-man outline trying to take

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into account what had transpired during the meeting. He encouraged everyone to contribute their thoughts on paper and promised to have a revised outline a day or so in advance of the next meeting.

9. The Group's next two meetings were scheduled for Thursday, 1 September beginning at 1400 and Monday, 12 September, at 1000. is to obtain conference rooms and inform the Group.

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