

(SBU) The Secretary's Meeting with Germany Madame Chancellor Angela Merkel
05/31/2020, 17 minutes
Madame Chancellor [AHN-gull-ah MAIR-kull]

LAST INTERACTION: None

PARTICIPANTS

United States
Minister, Secretary

Germany
Chancellor, Minister

KEY OBJECTIVES

1. One thing to do:

- one item
- two items
- three items

2. title of second topic:

- good one
- weak one

WATCH OUT FOR/IF RAISED

1. watch out if raised

- one thing to watch

2. second thing to watch

- watch out two

Attachment(s):

Approved: [Bureau] – [Name] [Enter initials of approving principal]
Bureau's front office **MUST** approve the memo.

Drafted: [Bureau/Office] – [Name], ext. 7-1234 and home/cell: ###-###-####
The drafter must include his/her full name, telephone extension, and after hours contact information.

Cleared: D: [name] [required clearance]
P: [name] [required clearance]
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Other clearances as necessary, depending on subject matter covered.

Types of clearances

(OK)	[Means they cleared]
(Info)	[Means paper was sent for informational purposes only]
(Info by Request)	[Only if specified by clearer]
(No response)	[Means clearance was requested but not received by deadline]