

(SBU) The Secretary's Meeting with Croatia Doctor Zhivago
05/25/2020, 18 minutes
[SHE-va-go]

LAST INTERACTION: None

PARTICIPANTS

United States

Secretary, Another guy

Croatia

Doctor, Minister

KEY OBJECTIVES

1. SBU: Something here:

- One thing
- two things
- three things
- four things

2. Second topic title:

- second one thing
- second two things
- second third thing

WATCH OUT FOR/IF RAISED

1. watch out 1

- watch out one
- watchout one two

2. watch out 2

- watch out two one
- watch out two two
- watchout two three

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]**
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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]