

(SBU) Under Secretary Hale (P)'s Meeting with Laos Doctor Mister Mister
05/29/2020, 17 minutes
Doctor [MISS-ter MISS-ter]

LAST INTERACTION: None

PARTICIPANTS

United States

Sir, Madame

Laos

Madame, Sir

KEY OBJECTIVES

1. sirts topic title:

- talking points
- talking points 2

2. second topic:

- weak topic
correct topic

WATCH OUT FOR/IF RAISED

1. watch out

- point one

2. wach out 2

- point one 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]**
S/P: [name] **[required clearance]**
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]