

(SBU) The Deputy Secretary's Meeting with American Samoa Doctor Mister Mister
05/08/2020, 13 minutes
Doctor [MISS-ter MISS-ter]

LAST INTERACTION: None

PARTICIPANTS

United States

Someone, someone else

American Samoa

Someone, someone else

KEY OBJECTIVES

1. First Topic Title :

- talking point 1
- talking point two
- three

2. Second topic title :

- talking point one
- two

WATCH OUT FOR/IF RAISED

1. watch out 1

- watch out point 1
- point two

2. watch out 2

- watch out two point one
- point 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]