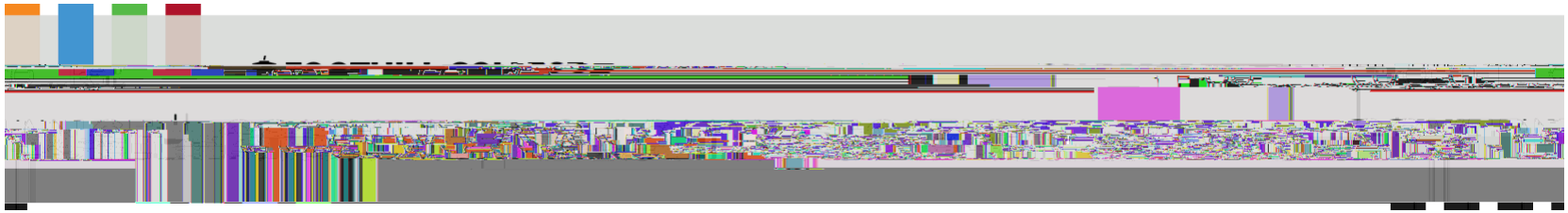

Purpose Key:

A = Action; D= Discussion; I = Information