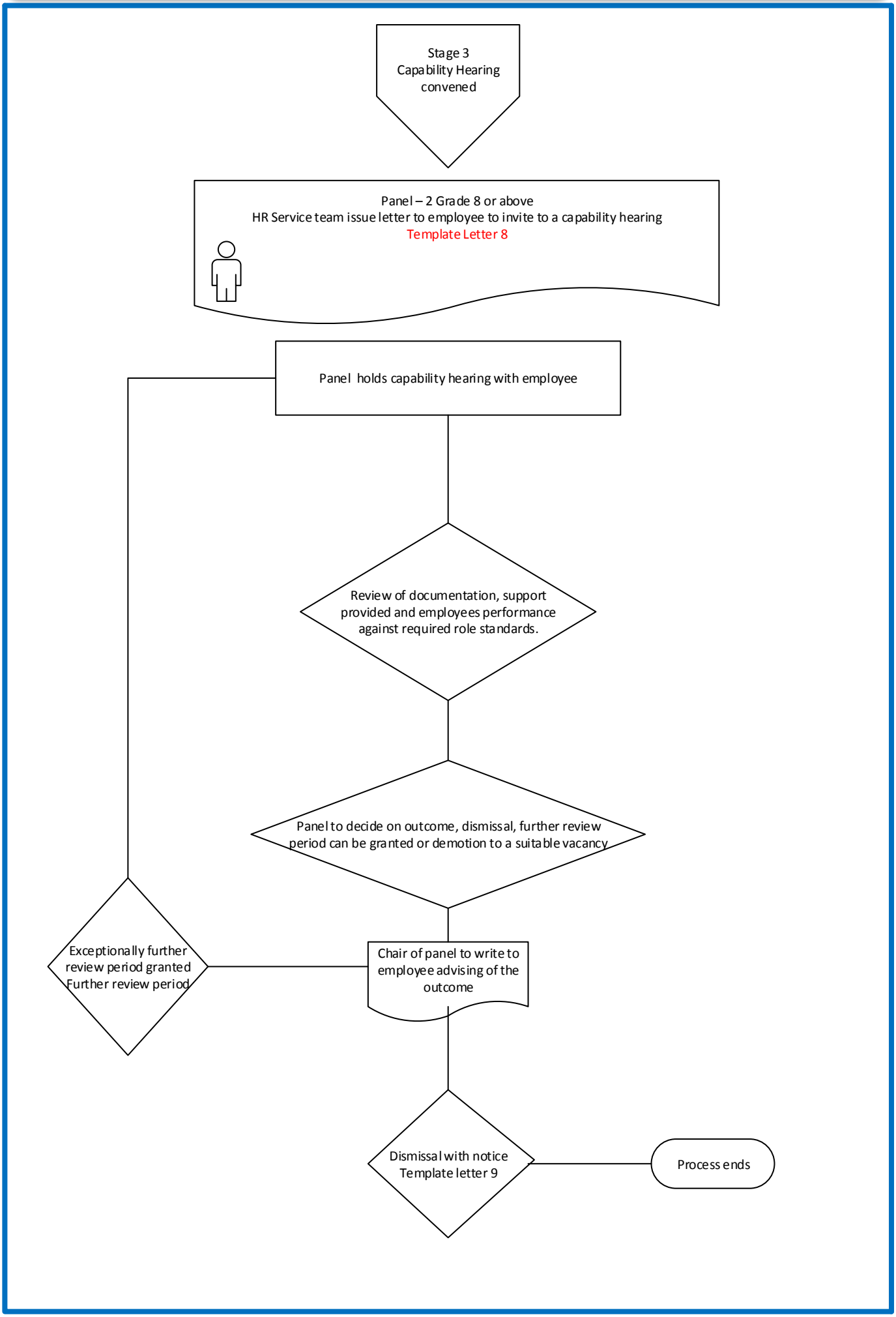Appeal for 1st & 2nd performance meetings - written improvement note issued