

From: Lt Gov Intern <LtGovIntern@scstatehouse.gov>  
To: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>  
Date: 2/21/2017 5:06:12 PM  
Subject: RE: Weekly Summary Project  
Attachments: Copy of 2017-2-13 Format for Cataloguing Weekly Committees Week of 2.20.2017.  
xlsx

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Will finish tomorrow.

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From: Catherine McNicoll  
Sent: Tuesday, February 21, 2017 4:01 PM  
To: Lt Gov Intern  
Subject: Weekly Summary Project

Each Monday please catalogue the items on the various committee agendas for both Senate and House using the above spreadsheet.

Save complete file with the date of the Monday for the week (ex. 2017-2-20 - Weekly Summary)

Please see me for more detailed instructions.

*Best Regards,*  
*Catherine McNicoll*  
*Director of Legal & Legislative Affairs*  
*Lieutenant Governor's Office*  
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