

From: Catherine McNicoll

To: Lt Gov Intern <LtGovIntern@scstatehouse.gov>

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Subject: Weekly Summary Project

Attachments: 2017-2-13 Format for Cataloguing Weekly Committees.xlsx

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

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