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**Subject:** Susan and Christie's office move  
**Location:**  
**When:** 7/2/2012 10:00:00 AM - 10:30:00 AM

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Susan will move into Joanne's old office and I will move into Susan's old office on July 2, 2012 beginning at 10:00 (right after the next Staff Meeting).

John:

- There are only three boxes on top of the file cabinets in the large workroom, Susan will need more than that to move.
- Also, can you please check to see if there are additional interns at the State House to assist with this move? Since a lot of furniture is involved, Taureen will not be able to do this on his own.
- Per our discussion, the empty file cabinet downstairs in the basement will need to be moved into my new office (Susan's old office).

Paula, Kevin and Robbie: Can one of you be available to switch the phones, scanners and computers?

John, once everything has been approved by Tony, I will talk to you about how the furniture needs to be arranged in each office.

Thanks!