

Meeting Minutes

The sintefminutes Package

eRoom

None too soon

Address:
www.sintef.no

Enterprise Number:

INITIATED BY	WRITTEN BY	PRESENT	ABSENT	FOR YOUR INFORMATION					
Slartibartfast	Federico Zenith								
PARTICIPANTS									
SINTEF employees									
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="text-align: center;">•</td> </tr> </table>									•
				•					
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="text-align: center;">•</td> </tr> </table>									•
				•					
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="text-align: center;">•</td> </tr> </table>									•
				•					
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="text-align: center;">•</td> </tr> </table>									•
				•					
PROJECT	DATE	CLASSIFICATION							
SINTEX	2019-09-10	Unrestricted							

Agenda

- Prepare \LaTeX class for meeting minutes
- Hold meeting
- Write minutes
- Compile with Xe \LaTeX or Lua \LaTeX

Meeting minutes

This class allows to write meeting minutes in the SINTEF official style. It is a subclass of `sintefdoc`, so see its documentation too.

Title, author and date are set with \LaTeX 's usual commands `\title`, `\author` and `\date`.

Several other options are self-documenting and will default to a useful tooltip à la `set with \command`.

The author is always first in the participants list, and is marked automatically as present. Other participants can be added with the `\participant` command, which takes *one* of the following optional arguments: `present`, `absent` and `information`. For example,

```
\participant[present]{\LaTeX\ users}
```

Participants should be set in the preamble.

The task list is defined by writing the tasks with the `\task` command, which takes three arguments for task description, responsible and due date, as follows:

```
\task{Learn \LaTeX}{Word users}{ASAP}
```

To print out the task list, use the `\tasklist` command. The task list is numbered automatically.

Task List

#	TASK	RESPONSIBLE	DUE DATE
1	Learn \LaTeX	Word users	ASAP
2	Check this template	\TeX erts	Anytime
3	Enjoy	\LaTeX users	From now on
