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Minutes of Meeting

The sintefminutes Class

Bitbucket and Overleaf
 None too soon

| | | | | |
|---|--|---------------------------------------|---------------|--------------------|
| INITIATED BY Slartibartfast | WRITTEN BY Federico Zenith | PRESENT | ABSENT | INFORMATION |
| PARTICIPANTS | | | | |
| SINTEF employees | | | | • |
| L ^A T _E X hackers | | | | • |
| L ^A T _E X users | | | | • |
| Word users | | | | • |
| PROJECT NUMBER SINTE _X | DATE OF DISTRIBUTION 3rd June 2026 | CLASSIFICATION Unrestricted | | |

Agenda

- Prepare L^AT_EX class for meeting minutes
- Hold meeting
- Write minutes
- Compile

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 L^AT_EX's usual commands `\title`, `\author` and `\date`.

Several other options are self-documenting and will default to a useful tooltip 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.

Tasks

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