Minutes Class for Wits School of Electrical and Information Engineering

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Abstract

This class allows users to prepare minutes using \LaTeX\ 2e. Standard commands are used to define actions or notes, as well as header information.

1 Quick Start - Using ArcMinutes.cls

To use, make ArcMinutes your class (\documentclass{ArcMinutes})

2 Example

This example is minutes from a Network committee.

\documentclass[widetext]{ArcMinutes}
\usepackage{graphicx}
\meeting{School Network Committee}
\date{31 October 1996}
\time{10h30}
\place{Conference Room}
\minuteref{NC96/10}
\begin{document}
\begin{present}
\item[BD]{Barry Dwolatzky}
\item[DR]{Dean Redelinghuys (in the chair)}
\end{present}

\section*{Welcome and Leave of Absence}
The chairman welcomed everyone.

\section*{New Network Rules}
\action[BD]{Schedule upgrade}
\action{After some discussion of the new network rules, the committee was asked to propose new rules for use of the network} % lack of [name] => [All]
\note{there is a need to upgrade} % 'that' is auto-inserted.
\end{document}

3 The Documentation Driver

The following code will generate the documentation for this file. Since it is the first piece of code, and it is separated by a special option, this file can be used to produce the documen-
4 The Code

For starters, declare the package and version:

\ProvidesClass{ArcMinutes}[2002/01/22 Wits Elec&Info Eng Minutes Class]

There are no options for this class, so pass anything onto the article class for handling there (forcing it into \texttt{a4paper} mode):

\DeclareOption*{\PassOptionsToClass{\CurrentOption}{article}}
\ProcessOptions
\LoadClass{article}
\RequirePackage{xspace,A4ee}

4.1 Minute Defining Commands

Define \texttt{meeting} similar to \texttt{title}, in fact exactly like \texttt{title}!

\newcommand{\meeting}[1]{\title{#1}}

Also define \texttt{place} for those who like this, but make it graceful.

\newcommand{\EEplace}{.}
\newcommand{\place}[1]{\renewcommand{\EEplace}{\xspace in the #1.}}

We make \texttt{time} set the time of the meeting, but use some smart defaults so that our construction makes sense without this definition:

\newcommand{\EEmtime}{}
\newcommand{\EEmtime}[1]{\renewcommand{\EEmtime}{\xspace at #1}}

\renewcommand{\EEtime}{\renewcommand{\EEmtime}{\xspace at #1}\
\renewcommand{\EEdate}{\@date\EEmtime}}

We make \texttt{minuteref} set the reference for the meeting. This is not currently used, but will eventually define the action number.

\newcommand{\EEminref}{}
\newcommand{\minuteref}[1]{\renewcommand{\EEminref}{#1}}

4.2 Header on first page

Define the header for the first page. This means people don’t need to type \texttt{\maketitle} in every minute document.

\AtBeginDocument{\Large
\begin{tabular}{p{7mm}l}
\setlength{\unitlength}{1mm}
\begin{picture}(0,0)(15,20)
\includegraphics[width=25mm]{ArcSchlLogo.eps}
\end{picture}\end{tabular}%
\begin{tabular}{p{7mm}l}
\end{tabular}}

4.3 Commands for use in the body

The \texttt{\textbf{\textbackslash action}[person]}\{\texttt{\textit{action to be done}}\} command is used to typeset an action, and place the action person in special formatting in the right margin. The default for \texttt{\textbf{person}} is \textit{ALL}. The \texttt{\textbf{note}} environment does something similar for notes, but leaves out the person.

\begin{verbatim}
\newcounter{EEaction}\setcounter{EEaction}{0}
\newcommand{\action}[2][ALL]{\stepcounter{EEaction}\parskip=0pt\parskip=0pt
{\slshape{\bfseries Action \arabic{EEaction}}: \marginpar{\textbf{#1}}#2}}
\newcommand{\note}[1]{\textbf{NOTED:} that #1}
\end{verbatim}

The \texttt{\textbf{present}} list environment allows us to define people present at the meeting. It works like this:

\begin{verbatim}
\begin{present}
\item[DR] - Dean Redelinghuys (in the chair)
\item[BD] - Barry Dwolatzky
\item[AL] - Ariel Levien
\end{present}
\end{verbatim}

This works simply by starting a \texttt{\section*{Present}} with the heading \texttt{Present}, and using the description environment.

\begin{verbatim}
\newenvironment{present}{\section*{Present}}{\end{description}}
\end{verbatim}

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