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 \texttt{ArcMinutes} your class (\texttt{\documentclass{ArcMinutes}})

2 Example

This example is minutes from a Network committee.

\begin{verbatim}
\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}
\end{verbatim}

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 a4paper mode):

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

4.1 Minute Defining Commands

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

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

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

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

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

\newcommand{\EEtime}{}
\newcommand{\EEdate}{\@date}
\renewcommand{\time}[1]{\renewcommand{\EEtime}{\xspace at #1}\
\renewcommand{\EEdate}{\@date\EEtime}}

We make \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 \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}\
%}
4.3 Commands for use in the body

The \texttt{\texttt{name}\{\texttt{person}\}\{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{person} is ALL. The \texttt{\texttt{note}} environment does something similar for notes, but leaves out the person.

\begin{verbatim}
\newcounter{EEaction}\setcounter{EEaction}{0}
\newcommand{\action}[3][ALL]{\stepcounter{EEaction}\par
{\slshape{\bfseries Action \arabic{EEaction}}: %
\marginpar{\textbf{#1}}#2\par}}
\newcommand{\note}[1]{\textbf{NOTED:} that #1}
\end{verbatim}

The \texttt{\texttt{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{\texttt{section}*} with the heading \texttt{Present}, and using the description environment.

\begin{verbatim}
\newenvironment{present}{\section*{Present}}{%
\begin{description}\setlength{\itemsep}{-\parsep}}%
\end{description}}