Minutes Class for Wits School of Electrical and Information Engineering

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Abstract

This class allows users to prepare minutes using LaTeX 2ε. 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-

tation but this code will *not* appear in the class.

```
⟨∗driver⟩
\documentclass[a4paper]{article}
\usepackage{A4ee}
\usepackage{doc}
\begin{document} \DocInput{ArcMinutes.dtx} \end{document}
⟨/driver⟩
```

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}%
        &\textsf{UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG}\\
        &\textsl{School of Electrical and Information Engineering}\\
        &{\large\bfseries Minutes of the \@title{} meeting held on}\\
        &{\large\bfseries \EEdate \EEplace}\\\cline{2-2}
      \end{tabular}
    }
  }
```

4.3   Commands for use in the body

The `\action[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 `person` is ALL. The `note` environment does something similar for notes, but leaves out the person.

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

The `present` list environment allows us to define people present at the meeting. It works like this:

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

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

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