

Set with \institute{}

Address:

Set with \address{}

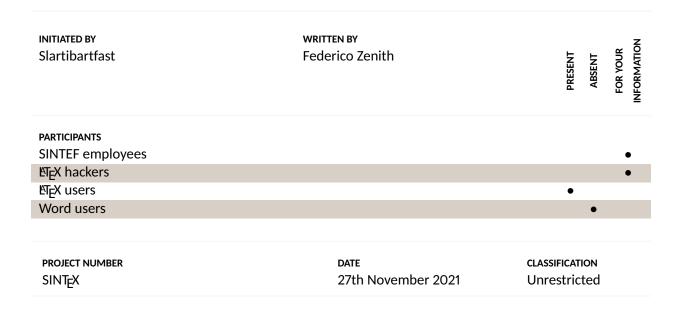
Telephone: +47 40005100 info@sintef.no

Enterprise Number: Set with \vat{}

# Minutes of Meeting

## The sintefminutes Package

Bitbucket and Overleaf None too soon



#### **Agenda**

- Prepare <a href="EX">EX</a> 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 LTFX'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 띄전	Word users	ASAP
2	Check this template	T <sub>E</sub> Xperts	Anytime
3	Enjoy	ŁΥŢ <sub>E</sub> X users	From now on