



Set with `\institute{}`
 Address:
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`info@sintef.no`
 Enterprise Number:
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Minutes of Meeting

The `sintefminutes` Package

Bitbucket and Overleaf
 None too soon

INITIATED BY	WRITTEN BY	PRESENT	ABSENT	FOR YOUR INFORMATION
Slartibartfast	Federico Zenith			
PARTICIPANTS				
SINTEF employees				
LaTeX hackers				
LaTeX users				
Word users				
PROJECT NUMBER	DATE	CLASSIFICATION		
SINTEX	27th November 2021	Unrestricted		

Agenda

- Prepare LaTeX 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 LaTeX'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