

# The kaumeeting class\*

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## 1 Introduction

The kaumeeting class is part of the kauthesis package. The class provides macros for writing meeting records. The latest version can be obtained from

`http://github.com/ZjMNZHgG5jMXw/kauthesis` .

This class requires the URW Garamond font. The latest version can be obtained from

`http://www.ctan.org/pkg/urw-garamond` .

This class also requires the logo of Karlstad Univerity. The latest version can be obtained from

`http://www.kau.se/om-universitetet/pressinformation/ladda-hem-logotyp` .

## 2 Usage

The following example can be found in `kaumeetingtemplate.tex`.

After loading the class, complete the meta data with `\metadata{<data>}`.

```
1 \documentclass{kaumeeting}
2 \metadata%
```

The subject of the meeting, e.g., a course name.

```
3 { meeting={}
```

The person who is writing the protocol.

```
4 , protocol={}
```

The place of the meeting.

```
5 , place={}
```

The calendar date of the meeting.

```
6 , date={}
```

The time when the meeting began.

```
7 , start={}
```

---

\*This document corresponds to kaumeeting v1.0, dated 2011/11/18.

The time when the meeting was over.

```
8   , end={}
```

The persons who attended the meeting.

```
9   , participants={}
```

Persons excused from the meeting.

```
10  , excused=none
```

Persons missing from the meeting without excuse.

```
11  , missing={}
```

The distribution list of the meeting records.

```
12  , distribution={}
```

The faculty and department names.

```
13  , faculty={Faculty of Health, Science and Technology}%
14  , department={Department of Mathematics and Computer Science}%
```

The name (or location) of Karlstad University's logo.

```
15  , logfile={kau_2012_cmyk_eps_14679}
16  }
```

The macro `\maketitle` creates the record header from the meta data.

```
17 \begin{document}
18 \maketitle
```

After `\maketitle`, content can be added like in a  $\text{\LaTeX}$  article.

```
19 \end{document}
```

## 3 Implementation

### 3.1 Class options and dependencies

Class options are neither parsed nor passed to the underlying article class.

```
1 \ProcessOptions\relax
```

`kaumeeting` derives all macros from the standard article class.

```
2 \LoadClass{article}
```

Garamond is chosen as default font.

```
3 \RequirePackage[urw-garamond]{mathdesign}
```

A4 is set as the default page layout.

```
4 \RequirePackage[paper=a4,pagesize]{typearea}
```

```
5 \RequirePackage{xkeyval}
```

```
6 \RequirePackage{graphicx}
```

```
7 \RequirePackage{tikz}
```

```
8 \RequirePackage{tabularx}
```

```
9 \RequirePackage{ragged2e}
```

### 3.2 Meta data

`\metadata`

```

10 \define@cmdkeys[kaumet]{general}[kaumet@]%
11 { meeting, protocol, place%
12 , date, start, end%
13 , participants, excused, missing%
14 , distribution%
15 , faculty, department%
16 , logfile%
17 }
18 \newcommand\metadata[1]{\setkeys[kaumet]{general}{#1}}
19 \setkeys[kaumet]{general}%
20 { meeting=, protocol=, place=
21 , date=\today, start=, end=
22 , participants=, excused=, missing=
23 , distribution=
24 , faculty={Faculty of Health, Science and Technology}%
25 , department={Department of Mathematics and Computer Science}%
26 , logfile={kau-logo-tryck}
27 }
```

### 3.3 Title page

`\kaumet@maketitle` The definition of `\maketitle` in the article class creates a title without creating a separate page. `kaumeeting` redefines the macro and preserves the original definition in `\kaumas@maketitle`.

```

28 \let\kaumet@maketitle\maketitle
```

`\maketitle`

```

29 \renewcommand\maketitle{
30   \thispagestyle{empty}
31   \begin{tikzpicture}[overlay,remember picture]
32     % top
33     \path (current page.north)
34       node[below=5mm, text centered, text width=\textwidth] (top)
35       {\includegraphics[width=33mm]{\kaumet@logfile}\[3mm}%
36       \kaumet@faculty\\%
37       \kaumet@department}
38   ;
39   \end{tikzpicture}
40   \vspace{1.5cm}\\
41   \mbox{}\hfill\kaumet@date\\
42   \centering \Large\scshape Meeting Record\\
43   \justifying\normalfont\bigskip\small\noindent
44   \begin{tabularx}{\textwidth}{@{}>{\bfseries\phantom{Xy}}rX}
45     subject & \kaumet@meeting\\
46     place & \kaumet@place\\
47     start & \kaumet@start\\
48     end & \kaumet@end\\
49     participants & \kaumet@participants\\
50     recording & \kaumet@protocol\\
51     excused & \kaumet@excused\\

```

```

52   missing & \kaumet@missing\\
53   distribution & \kaumet@distribution
54   \end{tabularx}\smallskip
55   \justifying\normalfont\normalsize
56 }

```

## Change History

v1.0

General: Initial public release . . . . 1

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