The **kauprotocol** bundle*

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1 Introduction

The kauhead package, the kaunote class, and the kaumeeting class are part of the kauthesis package. The classes provide macros for writing notes and meeting records. The latest version can be obtained from

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

This package and the classes require the URW Garamond font. The latest version can be obtained from

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

This package and the classes also require 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 ⟨∗meetingtemplate⟩
2 \documentclass{kaumeeting}
3 \metadata%
```

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

```
4   { meeting={}
```

The person who is writing the protocol.

```
5   , protocol={}
```

The place of the meeting.

```
6   , place={}
```

The calendar date of the meeting.

```
7   , date={}
```

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*This document corresponds to **kauprotocol** v1.10, dated 2013/05/28.

The time when the meeting began.

```
8    , start={}
```

The time when the meeting was over.

```
9    , end={}
```

The persons who attended the meeting.

```
10   , participants={}
```

Persons excused from the meeting.

```
11   , excused=none
```

Persons missing from the meeting without excuse.

```
12   , missing={}
```

The distribution list of the meeting records.

```
13   , distribution={}
```

The faculty and department names.

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

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

```
16   , logofile={kau_2012_cmyk_eps_14679}
17   }
```

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

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

After `\maketitle`, content can be added like in a LaTeX article.

```
20 \end{document}
21 ⟨/meetingtemplate⟩
```

3   kauhead package

3.1   Package options and dependencies

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

```
1 ⟨*head⟩
2 \ProcessOptions\relax
```

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{ragged2e}
```

3.2 Meta data

`\headdata`

```
 9 \define@cmdkeys[kauhed]{general}[kauhed@]%
10   { title, date%
11   , faculty, department%
12   , logofile%
13   }
14 \newcommand\headdata[1]{\setkeys[kauhed]{general}{#1}}
15 \setkeys[kauhed]{general}%
16   { title=, date=\today%
17   , faculty={Faculty of Health, Science and Technology}%
18   , department={Department of Mathematics and Computer Science}%
19   , logofile={kau_2012_cmyk_eps_14679}%
20   }
```

3.3 Title page

`\kauhed@maketitle` kauhead redefines the macro and preserves the original definition in `\kauhed@maketitle`.

```
21 \let\kauhed@maketitle\maketitle
```

`\maketitle`

```
22 \renewcommand\maketitle{
23   \thispagestyle{empty}
24   \begin{tikzpicture}[overlay,remember picture]
25     \path (current page.north)
26       node[below=5mm, text centered, text width=\textwidth] (top)
27       {\includegraphics[width=33mm]{\kauhed@logofile}\\[3mm]%
28       \kauhed@faculty\\%
29       \kauhed@department}
30     ;
31   \end{tikzpicture}
32   \vspace{1.5cm}\\
33   \mbox{}\hfill\kauhed@date\\
34   \centering\Large\scshape\kauhed@title\\
35   \justifying\normalfont\bigskip\normalsize
36 }
37 ⟨/head⟩
```

4 **kaunote** class

4.1 Class options and dependencies

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

```
1 ⟨*note⟩
2 \ProcessOptions\relax
```

kaunote derives all macros from the standard article class.

```
3 \LoadClass{article}
```

kauhead package is loaded.

```
4 \RequirePackage{kauhead}
```

4.2 Meta data

5 `\newcommand\metadata[1]{\setkeys[kauhed]{general}{#1}}`

4.3 Title page

\kaunot@title kaunote redefines the macro `\title` and preserves the original definition in `\kaunot@title`.

6 `\let\kaunot@title\title`

\title

7 `\renewcommand\title[1]{\setkeys[kauhed]{general}{title={#1}}}`

\kaunot@maketitle kaunote redefines the macro `\maketitle` and preserves the original definition in `\kaunot@maketitle`.

8 `\let\kaunot@maketitle\maketitle`

\maketitle

```
9  \renewcommand\maketitle{%
10   \kaunot@maketitle\par\medskip\@afterindentfalse\@afterheading%
11  }
12 ⟨/note⟩
```

5 kaumeeting class

5.1 Class options and dependencies

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

```
1 ⟨∗meeting⟩
2 \ProcessOptions\relax
```

kaumeeting derives all macros from the standard article class.

3 `\LoadClass{article}`

kauhead package is loaded.

4 `\RequirePackage{kauhead}`

5 `\RequirePackage{tabularx}`

5.2 Meta data

\metadata

```
6  \define@cmdkeys[kaumet]{general}[kaumet@]%
7   { meeting, protocol, place%
8   , start, end%
9   , participants, excused, missing%
10   , distribution%
11  }
12 \define@cmdkey[kaumet]{general}[kaumet@]{date}%
13   {\setkeys[kauhed]{general}{date={#1}}}
14 \define@cmdkey[kaumet]{general}[kaumet@]{faculty}%
15   {\setkeys[kauhed]{general}{faculty={#1}}}
```

4

```
16 \define@cmdkey[kaumet]{general}[kaumet@]{department}%
17   {\setkeys[kauhed]{general}{department={#1}}}
18 \define@cmdkey[kaumet]{general}[kaumet@]{logofile}%
19   {\setkeys[kauhed]{general}{logofile={#1}}}
20 \newcommand\metadata[1]{\setkeys[kaumet]{general}{#1}}
21 \setkeys[kauhed]{general}{title=Meeting record}%
22 \setkeys[kaumet]{general}%
23   { meeting=, protocol=, place=%
24   , date=\today, start=, end=%
25   , participants=, excused=, missing=%
26   , distribution=%
27   , faculty={Faculty of Health, Science and Technology}%
28   , department={Department of Mathematics and Computer Science}%
29   , logofile={kau_2012_cmyk_eps_14679}%
30   }
```

5.3   Title page

\kaumet@maketitle   kaumeeting redefines the macro and preserves the original definition in `\kaumet@maketitle`.

```
31 \let\kaumet@maketitle\maketitle
```

\maketitle

```
32 \renewcommand\maketitle{
33   \kaumet@maketitle%
34   \noindent\small%
35   \begin{tabularx}{\textwidth}{@{}>{\bfseries\vphantom{Xy}}rX}
36     subject & \kaumet@meeting\\
37     place & \kaumet@place\\
38     start & \kaumet@start\\
39     end & \kaumet@end\\
40     participants & \kaumet@participants\\
41     recording & \kaumet@protocol\\
42     excused & \kaumet@excused\\
43     missing & \kaumet@missing\\
44     distribution & \kaumet@distribution
45   \end{tabularx}\smallskip
46   \justifying\normalfont\normalsize
47 }
48 ⟨/meeting⟩
```

Change History

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Numbers written in italic refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in roman refer to the code lines where the entry is used.