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={}
```

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[*]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    , logofile={kau-logo-tryck}
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 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}
10 \RequirePackage{xifthen}
```

3.2 Meta data

```
11 \define@cmdkeys[kaumet]{general}[kaumet@]%
12   { meeting, protocol, place%
13   , date, start, end%
14   , participants, excused, missing%
15   , distribution%
16   , faculty, department%
17   , logofile%
18   }
19 \newcommand\metadata[1]{\setkeys[kaumet]{general}{#1}}
20 \setkeys[kaumet]{general}%
21   { meeting=, protocol=, place=%
22   , date=\today, start=, end=%
23   , participants=, excused=, missing=%
24   , distribution=%
25   , faculty={Faculty of Health, Science and Technology}%
26   , department={Department of Mathematics and Computer Science}%
27   , logofile={kau-logo-tryck}
28   }
```

3.3 Title page

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.

```
29 \let\kaumet@maketitle\maketitle
```

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

```
53      missing & \kaumet@missing\\
54      distribution & \kaumet@distribution
55    \end{tabularx}\smallskip
56    \justifying\normalfont\normalsize
57 }
```

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.