

LaTeX Toolkit Project Kickoff

Systems Engineering Phase: Project Initiation

Date: January 13, 2026
Time: 10:00 AM EST (90 minutes)
Location: Virtual / Claude Code IDE
Dial-in: N/A - AI-assisted development session
Organizer: B. Dombrowski
Facilitator: B. Dombrowski
Note Taker: Claude (AI Agent)

Attendees:

- B. Dombrowski, Project Lead / Systems Engineer
- Claude, AI Development Agent

Objective:

Establish the LaTeX Toolkit project: define scope, identify target users, establish technical approach, and create initial Decision Document templates for secure, airgapped Windows environments.

Agenda:

| Time | Topic | Lead |
|------|---|---------------|
| 0:00 | Project context and motivation | B. Dombrowski |
| 0:10 | Mission statement and stakeholder needs | B. Dombrowski |
| 0:20 | Target environment constraints (airgapped Windows 11) | B. Dombrowski |
| 0:30 | Technical approach: LaTeX-based document generation | Claude |
| 0:40 | Initial capability: Decision Document templates | Claude |
| 0:55 | Digital signature requirements (PIV/CAC) | B. Dombrowski |
| 1:10 | Repository structure and workflow | Claude |
| 1:20 | Success criteria and acceptance | B. Dombrowski |
| 1:30 | Wrap-up and immediate next steps | B. Dombrowski |

Key Decisions:

1. **Template format** - NASA MOA-style vs other formal document formats
2. **Build toolchain** - pdflatex vs xelatex, MiKTeX vs TeX Live
3. **Signing approach** - Windows Certificate Store vs cross-platform solution
4. **Repository structure** - Monorepo with components vs separate repos

Action Items:

| Action | Owner | Due Date |
|--|--------|----------|
| Create decision_memo.tex template | Claude | Jan 13 |
| Create decision_document.tex template | Claude | Jan 13 |
| Implement build.sh / build.bat scripts | Claude | Jan 13 |
| Research Windows PDF signing options | Claude | Jan 14 |
| Create README.md with quickstart | Claude | Jan 13 |

Notes:

- Primary use case: Formal program decision documentation for government/defense
- Must work completely offline on airgapped systems
- Follow SpeakUp project philosophy: structured systems, traceability, auditability
- All design decisions to be captured as formal Decision Memorandums (dogfooding)

Next Meeting:

Requirements Review - After initial templates complete