

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