

# L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> for people in associations

## Minutes.sty\*

Version V1.8f from 2010/03/11

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<http://tex.lickert.net/packages/minutes/index.html>

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### Abstract

With `minutes.sty` you can write minutes for associations or similar organizations.

Special features:

- you can choose different header
- Support of tasks (who, schedule, what, date of finishing), possibility of creating a list of open tasks
- Support of attachments
- Support of schedule dates (support of `calendar.sty`)
- Different versions ('secret parts')
- Macros for votes and decisions (list of decisions)

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\*Download possible from CTAN: [www.ctan.org/tex-archive/macros/latex/contrib/minutes/](http://www.ctan.org/tex-archive/macros/latex/contrib/minutes/)

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## 1 Some hints for `minutes.sty`

- There is no English description of the package up to now. Please refer the samples and the Style Guide.
- The file `Protokol.tex` contains a German description of the package.
- Try the difference of using `scartcl` and `scrreprt`.

### 1.1 Options

Option	description	Beschreibung
ListTitle	List-like header	Listartiger Titel
TableTitle	Table-like header	Tabellenartiger Titel
OneColumn	One column output	Einspaltige Ausgabe
TwoColumn	Two column output	Zweispaltige Ausgabe
CreateCld	create cld-File	Erzeugung einer cld-Datei
8+3	filenames 8+3	8+3 Dateinamen
Fileinfo	information in lists	Ausgabe von Dateiinformationen
Secret	Print secret parts	Ausgabe geheimer Teile
ASCII	Prepared for ASCII	Ausgabe für reines ASCII
<i>Other</i>	Option from <code>minutes.cfg</code>	Option aus <code>minutes.cfg</code>

Option	description	Beschreibung	Options for \minutesstyle:
--------	-------------	--------------	----------------------------

**columns** 1,2,3...

**header** list, table

**contents** true, false: Print list of topics

**vote** list, table

## 1.2 Commands

english command	deutsches Kommando	Parameter
<b>Minutes</b>	<b>Protokoll</b>	
\begin{Minutes}	\begin{Protokoll}	{Title/Titel}
\maketitle	\protokollKopf	
\foreignMinutes	\fremdProtokoll	
\end{Minutes}	\end{Protokoll}	
<b>Header data</b>	<b>Kopfdaten</b>	
\subtitle	\untertitel	{text}
\moderation	\moderation	{Name}
\minutetaker	\protokollant	{Name}
\participant	\teilnehmer	{Name, Name}
\guest	\gaeste	{Name, Name}
\minutesdate	\sitzungsdatum	{Date/Datum}
\starttime	\sitzungsbeginn	{time/Zeit}
\endtime	\sitzungsende	{time/Zeit}
\location	\sitzungsort	{location/Ort}
\cc	\verteiler	{Name, Name}
\missing	\fehlend	[Name]{Name, Name}
\missingExcused	\fehlendEntschuldigt	{Name, Name}
\missingNoExcuse	\fehlendUnentschuldigt	{Name, Name}
<b>sectioning</b>	<b>Gliederung</b>	
\topic	\topic	[short]{Title}
\addtopic	\zusatztopic	[short]{Title}
\subtopic	\subtopic	[short]{Title}
\subsubtopic	\subsubtopic	[short]{Title}
\minitopic	\minitopic	{Title}
\newcols	\neueSpalte	[Title] [1]
<b>Tasks</b>	<b>Aufgaben</b>	
\task	\aufgabe	[done]{*who}[when]{what}
\listoftasks	\aufgabenliste	[file]
[ ]=optional	{ }=must be filled/Mussfeld	{*}= { } or */{ } oder *

english command	deutsches Kommando	Parameter
<b>Dates</b> <code>\schedule</code>	<b>Termine</b> <code>\termin</code>	<code>[cal]{when}[time]{what}[long]</code>
<b>Voting</b> <code>\begin{Vote}</code> <code>\vote</code> <code>\end{Vote}</code>	<b>Abstimmungen</b> <code>\begin{Abstimmung}</code> <code>\abstimmung</code> <code>\end{Abstimmung}</code>	<code>{text}{yes}{no}{-}[text]</code>
<b>Decisions</b> <code>\decisionTheme</code> <code>\decision</code> <code>\listofdecisions</code>	<b>Entscheidungen</b> <code>\beschlussThema</code> <code>\beschluss</code> <code>\beschlussliste</code>	<code>{ref}{Title}</code> <code>{*ref}{Text}[longText]</code>
<b>Argumentations</b> <code>\begin{Argumentation}</code> <code>\pro</code> <code>\Pro</code> <code>\contra</code> <code>\Contra</code> <code>\result</code> <code>\end{Argumentation}</code> <code>\begin{Opinions}</code> <code>\end{Opinions}</code> <code>\opinion</code>	<b>Argumentationen</b> <code>\begin{Argumentation}</code> <code>\pro</code> <code>\Pro</code> <code>\contra</code> <code>\Contra</code> <code>\ergebnis</code> <code>\end{Argumentation}</code> <code>\begin{Meinungen}</code> <code>\end{Meinungen}</code> <code>\meinung</code>	<code>{who}{what}</code>
<b>Versions</b> <code>\begin{Secret}</code> <code>\end{Secret}</code> <code>\secret</code>	<b>Versionen</b> <code>\begin{Geheim}</code> <code>\end{Geheim}</code> <code>\geheim</code>	<code>{text}</code>
<b>Attachments</b> <code>\attachment</code> <code>\listofattachments</code> <code>\postscript</code>	<b>Anhänge</b> <code>\anhang</code> <code>\anhangsliste</code> <code>\nachtrag</code>	<code>[ref]{Title}{pages}</code> <code>{text}</code>
<b>Other commands</b> <code>\inputminutes</code>	<b>Sonstige Kommandos</b>	<code>{file}</code>
<code>[]</code> =optional	<code>{}</code> =must be filled/Mussfeld	<code>{*}</code> = <code>{}</code> or <code>*/{}</code> oder <code>*</code>

### 1.3 Bugs and wishes

Known bugs:

- Error with TwoColumn and Secret (*V1.4*)
- Dates get two :: (refrep)
- Long numbers in the list of topics create bad output (*V1.4*). With `\addtopic` it happen often (long roman Numbers)

- Calender `calendar.sty` breaks easily (*V1.4*).
- List of task with dates are printed bad (*1.3*)
- `\task[\protect\url{xx}]` is wrong, `\task[ok \protect\url{xx}]` is ok. (*V1.7*)
- `polyglossia.sty` is not supported. (*V1.9*) A temporary solution (here for polish): Add `\extrapolish` after you load `minutes.sty`. This solution will not work, when you change the language inside the document.

Issues for the future:

- Attachments with L<sup>A</sup>T<sub>E</sub>X-Documents should be possible
- List of Attachments also for each minutes.
- The Macro `\schedule` allows no long text
- List of decisions are not complete. Decisions should be arranged in groups (`\decisiontheme`), but the grouping must be done manual. (makeglossary?)
- `\task` and `\schedule` contain both dates, but have different inputs. (`\schedule` need input like yyyy/mm/dd, `\task` is free. There should be one behaviour of both commands.

## 2 Samples

This samples contain all features of `minutes.sty`. Can be used as a torture test for cooperation with classes and other packages. If you are using the calendar option you must test it with `calendar.sty`.

### 2.1 Start a collection of minutes

You can use minutes with `report.cls` or `article.cls` (or similar packets like `scrarctl`). With article each minutes is a `\part*`, with book a `\chapter`.

```

1 \documentclass{report}
2 %\documentclass{article}
3 %\documentclass{scrreprt}
4 %\documentclass{scrarctl}
5 \usepackage[english,dutch,german]{babel}
6 \usepackage{minutes}
7
8 %\usepackage{Evtntlist}%\usepackage{Calendar}
9 \title{Collection of minutes\\Protokollsammlung\\[1cm]}
10 minutes.sty}
11 \author{\LaTeXe}
12 \minutesstyle{
13 %   columns = {1},
```

```

14 header = {list}, %or {table},
15 vote = {list}, %or {table},
16 contents = {true}, %or {false}
17 }
18 \begin{document}

```

You can create your own title and make a table of contents for the main topics of the minutes.

```

19 \maketitle
20 \tableofcontents

```

Here we load three samples. You can insert your minutes here.

```

21 \selectlanguage{english}
22 \inputminutes{SampleEN}%A english minutes
23 \selectlanguage{german}
24 \inputminutes{SampleDE}%Ein deutsches Protokoll
25 \selectlanguage{dutch}
26 \inputminutes{SampleNL}%Nederlandse notulen

```

## 2.2 How to write a minutes

Here an example of the look of a minutes with all features of minutes.sty.

### 2.2.1 Minutes with english macros

```

1 \begin{Minutes}{Title of the english minutes}
2 %%\subtitle{}
3 %%\moderation{}
4 %%\minutetaker{}
5 \participant{list of participants}
6 \missing[with excuse]{no excuse}
7 %%\missingExcused{}
8 %%\missingNoExcuse{}
9 \guest{guests}
10 \minutesdate{24. December 2000}
11 %%\starttime{}
12 %%\endtime{}
13 \location{Esslingen}
14 %%\cc{}
15 \maketitle
16
17 \topic{Topic one}%<-- insert title of topic
18 \subtopic{Sub Topic to Topic one}
19 Text for the topic.
20
21 \topic{Dates}
22 \schedule{2000/12/24}{Christmas eve}
23 \schedule{2000/12/24}[20:00]{distribution of presents}
24 \schedule*{2000/12/25}{Christmas day (without entry in calendar)}
25

```

```

26 \topic{Tasks}
27 \task{Who}{Action}
28 \task*{Somebody has to do it}
29 \task*[today]{Somebody do it}
30 \task[done]{responsible}[yesterday]{Somebody did it}
31
32 \newcols[][1]%because of a Bug
33 \begin{Secret}
34 \topic{Secret Topic}
35 This topic is secret and is printed with the option
36 \texttt{Secret}.
37 \end{Secret}
38 \subtopic{After secret topic}
39 \secret{small secret}
40 If this section is printed outside the section "secret", some
41 secret stuff is not printed. Check the option \texttt{Secret}.
42 \newcols
43
44 \addtopic{Additional Topic}
45 \subtopic{subtopic}
46
47 \topic{Attachments}
48 \attachment{Attachment with two pages}{2}
49
50 \anhang[att:en]{Attachment with reference}{2}
51
52 \topic{Decisions and votes}
53 \subtopic{Opinions and Argumentations}
54 \opinion{Herder}{Different Opinion}
55
56 A discussion to the theme:
57 \begin{Opinions}
58 \item[Goethe] One opinion
59 \item[Schiller] Another opinion
60 \end{Opinions}
61
62 Arguments can be discussed with pro and contra
63 \begin{Argumentation}
64 \pro reason for it
65 \Pro important reason for it
66 \contra reason against it
67 \Contra important reason against it
68 \item a comment
69 \result result
70 \end{Argumentation}
71
72 \subtopic{A single vote}
73 \vote{Short voting}{1}{2}{3}
74
75 And a single vote with decision:\par

```



```

76 \vote{Short voting}{1}{2}{3}[Decision]
77
78 \subtopic{A couple of votes}
79 \begin{Vote}
80 \vote{Vote one}{1}{2}{3}
81 \vote{Vote two}{1}{2}{3}[decision]
82 \vote{Vote three}{1}{2}{3}
83 \end{Vote}
84
85 \subtopic{Decisions}
86 \decisiontheme{Theme}{Theme for a decision}
87 \decision{Theme}{Decision}
88 \decision*{Decision without theme}[Long text for the decision]
89 \end{Minutes}

```

## 2.3 Minutes with german commands

Some of my german friends complaint about all the english commands they have to learn. They do not want to write `\task`, they want to use the german word `\aufgabe` for this. So here an example for this, a translation table is in section 1.2. There is no difference between the german and the english commands, they can be mixed as you want.<sup>1</sup>

```

1 \begin{Protokoll}{Titel des deutschen Protokolls}
2 \untertitel{Untertitel}
3 \moderation{Moderator, Sitzungsleiter}
4 \protokollant{Protokollant}
5 \teilnehmer{Teilnehmer}
6 \gaeste{G\ "aste}
7 \sitzungsdatum{25.\ Dezember 1999}
8 \sitzungsbeginn{10:00}
9 \sitzungsende{20:00}
10 \sitzungsort{Esslingen}
11 \verteiler{Vereinsmitglieder}
12 \fehlend[entschuldigt]{abwesend}
13 %%\fehlendEntschuldigt{}
14 %%\fehlendUnentschuldigt{}
15 \protokollKopf
16
17 \topic{Top eins}%<-- hier Tagesordnungspunkt einfuegen
18 \subtopic{Unterpunkt zu Top eins}%<-- Unterpunkt
19 Text zum Tagesordnungspunkt.
20 %%
21 \topic{Termine und Aufgaben}
22 \subtopic{Termine}
23 \termin{2000/12/24}[10:00]{Heiliger Vormittag}
24 \termin{2000/12/24}{Heiligabend}
25 \termin{2000/12/24}[20:00]{Bescherung}[Ob meine W\"unsche erf\"ullt werden?]
26 \termin*{2000/12/25}{Weihnachten (ohne Kalendereintrag)}

```

---

<sup>1</sup>Please check the remarks for secret

```

27
28 \topic{Aufgaben}
29 \aufgabe{Wer}{Was}
30 \aufgabe*{Jemand macht was}
31 \aufgabe*[Heute]{Jemand soll heute was machen}
32 \aufgabe[Erledigt]{Zust{"a"}ndig}[Gestern]{Jemand macht was}
33
34 \newcols[][1]%notwendig wegen einem Fehler
35 \begin{Geheim}
36 \topic{Geheimer Punkt}
37 Dieser Text ist geheim und kann mit der Option \texttt{Secret}
38 ausgegeben werden.
39 \end{Geheim}
40
41 \subtopic{Nach Geheimen Text}
42 Wenn dieser Abschnitt nicht im Hauptabschnitt "‘Geheim’" liegt,
43 dann wurde die Ausgabe des geheimen Textes unterdr{"u"}ckt.
44 \geheim{Jetzt noch ein kleines Geheimnis}
45 \newcols
46
47 \zusatztopic{Au{"ss"}erordentlicher Tagesordnungspunkt}
48 \subtopic{Unterpunkt}
49
50 \topic{Anh{"a"}nge}
51 \anhang{Anhang mit zwei Seiten}{2}
52
53 \anhang[att:de]{Anhang mit Referenz}{2}
54
55 \topic{Abstimmungen und Entscheidungen}
56 \subtopic{Meinungen und Argumentationen}
57 \meinung{Herder}{Abweichende Meinung zum Protokoll}
58
59 Eine Diskussionsfolge:
60 \begin{Meinungen}
61 \item[Goethe] Eine Meinung
62 \item[Schiller] Eine andere Meinung
63 \end{Meinungen}
64
65 Argumente k"onnen mit Pro und Contra gefhrt werden:
66 \begin{Argumentation}
67 \pro Grund daf"ur
68 \Pro wichtiger Grund daf"ur
69 \contra Grund dagegen
70 \Contra wichtiger Grund dagegen
71 \item Kommentar dazu
72 \ergebnis Ergebnis
73 \end{Argumentation}
74
75 \subtopic{Einzelne Abstimmungen}
76 \abstimmung{Kurze Abstimmung}{1}{2}{3}

```

```

77
78 Und noch eine Abstimmung mit Ergebnis:\par
79 \abstimmung{Kurze Abstimmung}{1}{2}{3}[Ergebnis]
80
81 %
82 \subtopic{Mehrere Abstimmungen in Folge}
83 \begin{Abstimmung}
84 \abstimmung{Abstimmung eins}{1}{2}{3}
85 \abstimmung{Abstimmung zwei}{1}{2}{3}[Entscheidung]
86 \abstimmung{Abstimmung drei}{1}{2}{3}
87 \end{Abstimmung}
88
89 \subtopic{Beschl{"u}sse}
90 \beschluss{Thema}{Titel des Themas}
91 \beschluss{Thema}{Entscheidung gefallen}
92 \beschluss*{Entscheidung ohne Thema}[Langtext zur Entscheidung]
93 \end{Protokoll}

```

## 2.4 Minutes with dutch commands

Johan Henselmans send me a dutch translation of minutes, including dutch macros. Here is an example of such a dutch minutes. There is no difference if you use the english, german or dutch macros, you can also mix them<sup>2</sup>.

```

27 \begin{Notulen}{Titel van Nederlandse Notulen}
28 \ondertitel{Ondertitel}
29 \voorzitter{Voorzitter}
30 \notulist{Notulist}
31 \deelnemer{Deelnemer}
32 \gast{Gasten}
33 \bijsamenkomst{25.\ Dezember 1999}
34 \beginbijsamenkomst{10:00}
35 \eindbijsamenkomst{20:00}
36 \locatie{Amsterdam}
37 \cc{Verenigingsleden}
38 \afwezig[Afwezig met bericht]{afwezig zonder bericht}
39 %%\afwezigBericht{}
40 %%\afwezigZonderBericht{}
41 \notulenkop
42
43 \topic{Onderwerp een}%<-- hier Tagesordnungspunkt einfuegen
44 \subtopic{Deelonderwerp bij onderwerp een}%<-- Unterpunkt
45 Tekst bij punt van orde.
46 %%
47 \topic{Termijnen en Taken}
48 \subtopic{Tijdsschema}
49 \termijn{2000/12/24}[10:00]{Kerst voordag}
50 \termijn{2000/12/24}{Kerstavond}

```

---

<sup>2</sup>Please check the remarks for secret

```

51 \termijn{2000/12/24}[20:00]{Bescherung}[Zal mijn wens vervuld worden?]
52 \termijn*{2000/12/25}{Kerstmis (zonder kalender invoer)}
53
54 \topic{Taken}
55 \aktie{Wie}{Wat}
56 \aktie*{Iemand doet iets}
57 \aktie*[Vandaag]{Iemand zal vandaag iets doen}
58 \aktie[Voldaan]{Huidige toestand}[Gisteren]{Iemand doet iets}
59
60 \nieuweKolom[][1]%nodig vanwege een fout
61 \begin{Geheim}
62 \topic{Geheim Onderwerp}
63 Deze tekst is geheim en kan met de optie \texttt{Secret} afgedrukt
64 worden.
65 \end{Geheim}
66
67 \subtopic{Na geheime tekst}
68 Als een onderwerp niet in het hoofdonderwerp "‘Geheim"’ ligt, dan
69 word het afdrukken van de aeheime tekst onderdrukt.
70 \geheim{Een klein geheimpje}
71 \newcols
72
73 \extrapunt{Notulen buiten standaard notulen}
74 \subtopic{Deelonderwerp}
75
76 \topic{Bijlage}
77 \bijlage{Bijlage met twee bladzijden}{2}
78
79 \topic{Afspraken en Stemmingen }
80 \subtopic{Enkele stemmingen}
81 \stemming{Korte stemming}{1}{2}{3}
82
83 Stemming met resultaat:\par
84 \stemming{Korte stemming}{1}{2}{3}[Resultaat]
85
86 %
87 \subtopic{Meerdere stemmingen in volgorde}
88 \begin{Stemming}
89 \stemming{Stemming een}{1}{2}{3}
90 \stemming{Stemming twee}{1}{2}{3}[Beslissing]
91 \stemming{Stemming drie}{1}{2}{3}
92 \end{Stemming}
93
94 \subtopic{Besluiten}
95 \besluitonderwerp{Thema}{Titel van het onderwerp}
96 \besluit{Thema}{Besluit genomen}
97 \besluit*{Besluit zonderThema}[Lange tekst over het besluit]
98 \end{Notulen}

```

## 2.5 Finish the collection of minutes

When you finish your minutes, you want to print

- All decisions
- All open tasks
- A list of attachments
- A calendar with scheduled dates (event list...)

```
27 %%-----
28 \appendix
29 \selectlanguage{english}
30 \chapter{Appendix}
31 \section{List of decisions in sample.tex}\listofdecisions
32 \section{List of open tasks from sample.tex}\listoftasks
33 \section{list of attachments in sample.tex}\listofattachments
34 %%\selectlanguage{german}
35 %%\chapter{Anhang}
36 %%\section{Liste der Beschl{\\"u}sse}\beschlussliste
37 %%\section{Liste offener Aufgaben}\aufgabenliste
38 %%\section{Liste der Anh{\"a}nge}\anhangsliste
39 %%\selectlanguage{dutch}
40 %%\chapter{Aanhangsel}
41 %%\section{Lijst van besluiten in sample.tex}\besluitenlijst
42 %%\section{Lijst van openstaande akties in sample.tex}\aktielijst
43 %%\section{Lijst van bijlagen in sample.tex}\bijlagenlijst
44 \section{Calendar}
45 \prepareCal
46 %%\begin{eventlist}{}\{Sample}
47 %%1 dec 2000 to 31 dec 2000
48 %%\end{eventlist}
49 \end{document}
```

## 3 Style Guide

This part creates a file `MinStyGd.tex` to see the look of the different options. To check another class, just modify the class in header.

```
1 \documentclass[10pt,german]{report}
2 %%\documentclass[10pt,german]{scrreprt}
3 %%\documentclass[10pt,german]{refrep}
4 %% This document can be used to check the look of different
5 %% minutes-styles.
6 %% To see the effects of other classes and the cooperation with
7 %% different classes and styles, just add them to this document.
8 %%
9 %% Dieses Dokument kann genutzt werden einen Ueberblick ueber
10 %% die verschiedenen Protokollstile zu bekommen.
```

```

11 %%
12 \usepackage{babel}%blindtext mag kein german.sty
13 \usepackage{minutes}
14 \usepackage{blindtext}
15 \newcommand{\Lpack}[1]{\texttt{#1}}
16 \newcommand{\minutes}{\Lpack{minutes.sty}}
17
18 \makeatletter
19 \newcommand{\minexample}[1]{
20 \begin{Protokoll}{Beispiel eines Protokolls mit #1}
21 \untertitel{Dieses Protokoll ist mit \minutes\ erzeugt}
22 \moderation{Knut Lickert}
23 \protokollant{Knut Lickert}
24 \teilnehmer{Alle Anwesenden}
25 \gaeste{G\ "aste}
26 \sitzungsdatum{\today}
27 \sitzungsbeginn{20:00}
28 \sitzungsende{23:00}
29 \sitzungsort{Vereinsgastst{\ "a}tte}
30 \verteiler{alle Interessierten}
31 \fehlend[alle Analphabeten]{Vereinsm{\ "u}ller}
32 \protokollKopf
33 \topic{Tagesordnung 1}
34 \subtopic{Unterpunkt zu Tagesordnung 1}\blindtext
35 \subtopic{Noch ein Unterpunkt zu Tagesordnung 1}\blindtext
36 \addtopic{Einschub in die Tagesordnung}\blindtext
37 \topic{Tagesordnung 2}\blindtext
38 \end{Protokoll}
39 }%\minexample
40 % %\makeatother %no/needed for different maketitle
41
42 \begin{document}
43 \title{Styleguide \minutes:\\~\\
44 Test for the different options\\ Test der verschiedenen Optionen}
45 \author{\minutes}
46 \maketitle
47
48 \tableofcontents
49
50 \minutesstyle{header={list},columns={1}}
51 \minexample{Listenkopf}
52
53 \minutesstyle{header={table},columns={1}}
54 \minexample{Tabellenkopf}
55
56 \minutesstyle{header={list},columns={1},contents={false}}
57 \minexample{Listenkopf ohne Topicliste}
58
59 \minutesstyle{header={table},columns={1},contents={false}}
60 \minexample{Tabellenkopf ohne Topicliste}

```

```

61
62 \minutesstyle{header={list},columns={2},contents={true}}
63 \minexample{Listenkopf/zweispaltig}
64
65 \minutesstyle{header={table},columns={2}}
66 \minexample{Tabellenkopf/zweispaltig}
67
68 \minutesstyle{header={list},columns={3}}
69 \minexample{Listenkopf/dreispaltig}
70
71 \minutesstyle{header={table},columns={3}}
72 \minexample{Tabellenkopf/dreispaltig}
73
74 \end{document}

```

# Implementation

## 4 Starting the package

### 4.1 Needed Packages

What do we need and expect:

```

1 \NeedsTeXFormat{LaTeX2e}[1999/12/01]
2 \ProvidesPackage{minutes}[\minfiledate\space\minfileversion\space
3     minutes.sty]
4 \RequirePackage{multicol}[1999/10/21 v1.5w]
5 \RequirePackage{xspace}[1997/10/13 v1.06]
6 \RequirePackage{url}[1999/03/28]
7 \RequirePackage{minitoc}[2000/12/13 v34]
8 \RequirePackage{keyval}[1999/03/16 v1.13]

```

If hyperref is loaded, we must set some special flags. minitoc(2000/08/08 V32) is patched by Heiko Oberdiek for use with and without hyperref. So forget minitoc.href and minitoc-hyper. When the levels for the hyperlinks in the lists are undefined we get a lot of warnings.

```

9 \newif\ifhyperloaded
10 \@ifpackageloaded{hyperref}{
11 \global\hyperloadedtrue
12 \def\theHattachment{\theattachment}%?
13 %\def\theHdecision{\thedecision}%
14 %\def\theHschedule{\theschedule}%
15 %\def\theHtask{\thetask}%
16 \def\toclevel@attachment{1}%like section
17 \def\toclevel@decisiontheme{0}% like section
18 \def\toclevel@decision{1}% like section
19 \def\toclevel@schedule{1}% like section
20 \def\toclevel@task{1}% like section

```

```
21 }{}
```

If hyperref is loaded after minutes, minutes is not able to work correct (up to now). So here we check if the sequence is correct.

```
22 \AtBeginDocument{
23 \ifpackageloaded{hyperref}{
24 \ifhyperloaded\else
25 \PackageError{minutes.sty}{load hyperref.sty before minutes.sty}{
26 minutes.sty:\MessageBreak
27 You try to use minutes.sty with hyperref.sty\MessageBreak
28 minutes.sty must adapt some feature for it,\MessageBreak
29 so please load hyperref.sty first.}%
30 \fi
31 }{ }
32 }
```

## 4.2 Default Settings

`\minustesstyle` With the keyval package you can select parameters better then with options. For the options see 4

```
33 \newcommand{\minustesstyle}[1]{%
34   \setkeys{min@style}{#1}%
35 }

36 \newif\ifmin@listoftopics
37 \min@listoftopicstrue
38 \define@key{min@style}{contents}[true]{%
39   \def\min@xx{#1}
40   \def\min@yy{true}
41   \ifx\min@xx\min@yy
42     \min@listoftopicstrue
43   \else
44     \min@listoftopicsfalse
45   \fi
46 }
```

First some settings for pages, columns for multicol Standard is one column for each (`\topic`). In case of two columns, the title of the topic is written on both columns. The Option `OneColumn` set one column, `TwoColumn` set two column.

There are two counters. `\columns` is a local counter for internal changes. `\min@columns` is a global value for resetting `\columns` each start of a new minutes.

```
47 \newcounter{columns}\setcounter{columns}{1}
48 \newcounter{min@columns}\setcounter{min@columns}{1}
49 \define@key{min@style}{columns}[1]{
50   \setcounter{min@columns}{#1}
51 }
52 \DeclareOption{OneColumn}{
53 \minustesstyle{columns = {1}}
54 }
```



```

55 \DeclareOption{TwoColumn}{
56 \minutesstyle{columns = {2}}
57 }
58 \pagestyle{headings}

```

With the flag `\ifmin@fileinfo` you can influence if you want a paper with or without information of the file and line number, where some parts occurs. With the option `Fileinfo` the file name (loaded with `\inputminutes`) and the line number of a task will be printed in the list of tasks.

```

59 \newif\ifmin@fileinfo
60 \min@fileinfofalse
61 \DeclareOption{Fileinfo}{
62 \min@fileinfotrue
63 }

```

If you prepare your minutes with `dvi2tty` for direct ASCII-output in a mail program the option `ASCII` will be helpful to suppress some special characters and the page numbers.

```

64 \DeclareOption{ASCII}{
65 \renewcommand\result{\item [-->]}
66 \renewcommand\contra{\item [-]}
67 \renewcommand\pro{\item [+]}
68 \renewcommand\to{->}
69 \renewcommand\hookrightarrow{->}%used in in task
70 \renewcommand\@dotsep{1000}%no dots at \tableofcontents
71 \renewcommand\thepage{}%no pages in ASCII-lists
72 \pagestyle{empty}
73 \setcounter{columns}{1}
74 %\textwidth=80ex
75 }

```

There was a report, that this package doesn't work with the new MikTeX release (2.5). The `nobug`-option was a quick and dirty solution.

Now the problem is found, there was an incompatibility with `changes.sty`. If you use `\min@toptext` please check yourself for spaces.

### 4.3 Definition for table of contents

If `\chapter` is defined, a collection of minutes is built. Each minutes get a table of contents (`minitoc`). With the macro `\tableofcontents` you get a table of contents with the main topics of the minutes.

If `\chapter` is not defined, each minutes get a table of contents with `\tableofcontents`.

```

76 \@ifundefined{chapter}{
77   \newcounter{min@savesecnumdepth}
78   \doparttoc
79   }{
80   \setcounter{tocdepth}{1}
81   \setcounter{minitocdepth}{4}
82   \dominitoc

```

```
83 }
```

With `\faketableofcontents` the minitoc is possible without a `\tableofcontents`. When you insert it in the top of the document, a table of contents remain empty. In the end of the document it works.

```
84 \AtEndDocument{\faketableofcontents}
```

If `\section` is undefined give an error.

```
85 \@ifundefined{section}%
86 {\PackageError{minutes.sty}{section not defined}{
87  minutes.sty:\MessageBreak
88  You try to use minutes.sty with a class\MessageBreak
89  which does not support the section command\MessageBreak
90  Please check your class.}%
91 }\relax}
```

`minutes` creates file with an extension, longer than 3 letters. The option `8+3` creates shorter file names.

```
92 \newcommand{\min@file@Att}{minAtt}
93 \newcommand{\min@file@Cld}{minCld}
94 \newcommand{\min@file@Dec}{minDec}
95 \newcommand{\min@file@task}{minTsk}
96 \DeclareOption{8+3}{
97 \renewcommand{\min@file@Att}{miA}
98 \renewcommand{\min@file@Cld}{miC}
99 \renewcommand{\min@file@Dec}{miD}
100 \renewcommand{\min@file@task}{miT}
101 \PackageWarningNoLine{minutes.sty}{
102  You selected the option 8+3\MessageBreak
103  Check for a correct installation of minitoc.sty.
104 }
105 }
```

## 4.4 Configuration File

For the re-use of address data, you can define your local address in the file `minutes.cfg`.

The option `Dante` gives you an example.

```
106 \InputIfFileExists{minutes.cfg}{
107 \typeout{Using the configuration file minutes.cfg}}{}
```

The option `Dante` gives you an example how to define some data in the configuration file.

```
108 \DeclareOption{Dante}{
109 \newcommand\name{Deutschsprachige Anwendungsvereinigung
110                von \TeX-Anwendern e.V.}
111 \newcommand\address{Postfach 101640, 69008 Heidelberg}
112 \newcommand\phone{06221/29766}
113 \newcommand\eMail{dante@dante.de}
114 % ^^A Additional constants
```

```

115 }
116 \DeclareOption{KoKi}{
117 \newcommand\name{Kommunales Kino Esslingen}
118 \newcommand\address{Maille 5, 73728 Esslingen}
119 \newcommand\phone{0711/356 799}
120 \newcommand\eMail{info@koki-es.de}
121 \newcommand\film[1]{\emph{#1}}
122 % ^^A Additional constants
123 }

```

## 5 Defining a Minutes

### 5.1 The different Title-Styles

With `\maketitle` you create the title of a minutes. By Option you can choose different styles for the title of a minutes. Standard is a list-like title. An Option set the macro `\min@maketitle` to the value of the wanted title.

All values are stored in the macros `\min@...`, the texts are in `\min@text....`

#### 5.1.1 List-like title

This title creates a list of all filled values for the title. If you are using many parameters, it will look long and awful. In this case, choose a more compact version or a tabular-like version.

`\min@maketitleList` First we write the title. Here we use the functionality of the sectioning command of L<sup>A</sup>T<sub>E</sub>X and minitoc.sty.

```

124 \def\min@maketitleList{
125 \minutes@titlesettrue
126 \@ifundefined{chapter}{%
127   \setcounter{min@savesecnumdepth}{\value{secnumdepth}}
128   \setcounter{secnumdepth}{-1}%no numbering for minutes
129   \part[\min@titleshort]{\min@title}
130   \setcounter{section}{0}
131   \setcounter{secnumdepth}{\value{min@savesecnumdepth}}
132 }{ \chapter[\min@titleshort]{\min@title}}

```

`\min@writeNotRelax` A small macro to print a `\item[]`, if the according first value is not `\relax`.

```

133 \def\min@writeNotRelax##1##2{
134 \ifx\relax##1\else
135 \item[##2] ##1
136 \fi}

```

Here we start the output of the header data using the functionality of `\min@writeNotRelax`.

```

137 \begin{quote}
138 \ifx\relax\min@subtitle\else\min@subtitle\fi
139 \begin{description}

```

```

140 %\settowidth{\leftmargin}{\min@textPresent}
141 \settowidth{\leftmargin}{10cm}
142 \min@writeNotRelax{\min@information}{\${\rightarrow}}
143 \min@writeNotRelax{\min@moderation}{\min@textModerator}
144 \min@writeNotRelax{\min@minutetaker}{\min@textMinutesTaker}
145 \min@writeNotRelax{\min@participiant}{\min@textPresent}
146 \min@writeNotRelax{\min@missing}{\min@textAbsent}
147 \min@writeNotRelax{\min@missingExc}{\min@textAbsentExcused}
148 \min@writeNotRelax{\min@missingNoExc}{\min@textAbsentNoExcuse}
149 \min@writeNotRelax{\min@guest}{\min@textGuest}
150 %\min@writeNotRelax{\min@date}{\min@textDate}
151 %\min@writeNotRelax{\min@starttime}{\min@textStarttime}
152 %\min@writeNotRelax{\min@endtime}{\min@textEndtime}
153 \min@writeNotRelax{\min@location}{\min@textLocation}
154 \ifx\relax\min@date\else
155 \item [\min@textDate] \min@date\
156     \min@starttime
157     \ifx\relax\min@endtime\else--\min@endtime\fi
158 \fi
159 \min@writeNotRelax{\min@cc}{\min@textCc}
160 %\secret{\item[!] \min@textSecret}
161 \end{description}
162 \end{quote}

Insert the list of topics.
163 \ifmin@listoftopics
164     \vspace{1ex}
165     \@ifundefined{chapter}{\parttoc}{\minitoc}%
166 \fi%

Start the multicols-environment if required.
167 \ifnum\value{columns} > 1
168 \begin{multicols}{\value{columns}}[1cm]
169 \fi
170 }%

```

### 5.1.2 Table-like title

This title creates a table with all values for the title.

`\min@maketitleTable` First we write the title. Here we use the functionality of the sectioning command of L<sup>A</sup>T<sub>E</sub>X and minitoc.sty.

```

171 \def\min@maketitleTable{
172 \minutes@titlesettrue
173 \@ifundefined{chapter}{
174     \setcounter{min@savesecnumdepth}{\value{secnumdepth}}
175     \setcounter{secnumdepth}{-1}%no numbering for minutes
176     \part[\min@titleshort]{\min@title}
177     \setcounter{section}{0}
178     \setcounter{secnumdepth}{\value{min@savesecnumdepth}}
179 }{ \chapter[\min@titleshort]{\min@title}}

```

Here we start the output of the header data using the tabular-environment.

```

180 \begin{tabular}{|*{2}{p{0.45\linewidth}}|}\hline
181 %% \min@location is missing
182 %% \min@guest is missing
183 \ifx\relax\min@subtitle\else
184   \multicolumn{2}{|p{0.9\linewidth}}{\min@subtitle}\\hline\fi
185 \ifx\relax\min@date\else
186   \multicolumn{2}{|p{0.9\linewidth}}{
187     \min@textDate: \min@date\ \min@starttime
188     \ifx\relax\min@endtime\else--\min@endtime\fi
189   }\\hline
190 \fi%\min@date
191 \min@textModerator: \min@moderation
192 &\min@textMinutesTaker: \min@minutetaker\\hline
193 \min@textPresent:\newline \min@participant
194 &\min@textCc:\newline \min@cc\\hline
195 \ifx\relax\min@missingExc1
196   \min@textAbsent:\newline \min@missing&\\hline
197   \else
198     \min@textAbsentExcused:\newline \min@missingExc
199     &\min@textAbsentNoExcuse:\newline \min@missingNoExc\\hline
200   \fi
201 \end{tabular}

```

And the contents of this minutes.

```

202 \ifmin@listoftopics%
203   \ifundefined{chapter}{\tableofcontents}{\min@toc}%
204 \fi%

```

Start the multicols-environment if required.

```

205 \ifnum\value{columns} > 1
206 \begin{multicols}{\value{columns}}[1cm]
207 \fi
208 }%

```

## 5.2 The decision for a title

Standard is a list-like header.

```

209 \let\min@maketitle\min@maketitleList
210 \DeclareOption{ListTitle}{
211 \minutesstyle{header = {list}}
212 }
213 \DeclareOption{TableTitle}{
214 \minutesstyle{header = {table}}
215 }

```

`\minutesstyle/header` With the command `\minutesstyle` you can define different parameters of a minutes. Here the definitions for headers. There are two possibilities:

- `\minutesstyle{header={list}}`

- `\minutesstyle{header={table}}`

```

216 \define@key{min@style}{header}{
217   \def\min@xx{#1}
218   \def\min@yy{list}
219   \ifx\min@xx\min@yy
220     \let\min@maketitle\min@maketitleList
221   \else
222     \def\min@yy{table}
223     \ifx\min@xx\min@yy
224       \let\min@maketitle\min@maketitleTable
225     \else
226 %       \def\min@yy{\relax}
227 %       \ifcat\min@xx\min@yy??
228 %       How to check, if there is a command?
229 %       \let\min@maketitle#1
230 %     \else
231 %       \PackageError{minutes.sty}{Unknown Header-Style}{
232 %         minutes.sty:\MessageBreak
233 %       }
234 %     \fi
235   \fi
236 \fi
237 }
```

### 5.3 The Minutes-Environment

**Minutes** Minutes are defined with the environment `Minutes`. Each minute must contain a `\maketitle`. The flag `\ifminutes@titleset` controls this.

```
238 \newif\ifminutes@titleset
```

#### 5.3.1 Start of the environment

**Minutes** The environment has one parameter: the title of the minutes. In an optional parameter you can set a short title for the list of contents.

```
239 \newenvironment{Minutes}[2][\relax]{%[short title]{Titel}
```

Set `\ifminutes@titleset` to false. The flag `\ifminutes@titleset` is used at `\end{Minutes}` to check, if `\maketitle` was used. The language specific macro for `\maketitle` should be defined in another section. But the style could change, so we have to do it here.

```

240 \minutes@titlesetfalse
241 \setcounter{columns}{\value{min@columns}}
242 \setcounter{min@section}{0}
243 \let\maketitle\min@maketitle
244 \let\protokollKopf\maketitle
245 \let\notulenkopf\maketitle
```

Define the title for use in `\maketitle` and clear the other texts. All this macros are defined local inside the `minutes` environment.

```

246 \def\min@title{#2}
247 \ifx{#1}\relax
248 \def\min@titleshort{#2}
249 \else
250 \def\min@titleshort{#1}
251 \fi
252 \let\min@information\relax
253 \let\min@subtitle\relax
254 \let\min@moderation\relax
255 \let\min@minutetaker\relax
256 \let\min@participiant\relax
257 \let\min@missing\relax
258 \let\min@missingExc\relax
259 \let\min@missingNoExc\relax
260 \let\min@guest\relax
261 \let\min@date\relax
262 \let\min@starttime\relax
263 \let\min@endtime\relax
264 \let\min@location\relax
265 \let\min@cc\relax
266 }%

```

### 5.3.2 End of the environment

If there is a TwoColumn version, we must close the multicols environment.

```

267 {
268 \ifnum\value{columns} > 1
269 \end{multicols}
270 \fi

```

If the command `\addtopic` is used, `\thesection` was modified. Here we built the standard.

```

271 \global\let\thesection=\min@thesection

```

Reset the date of minutes (If it is used outside the minutes environment).

```

272 \let\min@date\relax

```

Close the environment.

```

273 }

```

## 5.4 The title of a minutes

Here we give the minutes taker the possibility to define author etc.

```

\subtitle
274 \def\subtitle#1{\def\min@subtitle{#1}}

\moderation
\minutetaker 275 \def\moderation#1{\def\min@moderation{#1}}
\cc          276 \def\minutetaker#1{\def\min@minutetaker{#1}}
277 \def\cc#1{\def\min@cc{#1}}

```

```

\minutesdate
\starttime 278 \def\minutesdate#1{\gdef\min@date{#1}}%use in \task
\endtime 279 \def\starttime#1{\def\min@starttime{#1}}
\location 280 \def\endtime#1{\def\min@endtime{#1}}
281 \def\location#1{\def\min@location{#1}}

\participant
\guest 282 \def\participant#1{\def\min@participant{#1}}
283 \def\guest#1{\def\min@guest{#1}}

\missing The declaration of missing people is divided into people with an excuse and
\missingExcused people without. If you define only \missing without an optional parameter, there
\missingNoExcuse is no difference taken.

284 \newcommand{\missing}[2][\min@empty]{
285 \ifx#1\min@empty\def\min@missing{#2}
286 \else
287 \missingExcused{#1}
288 \missingNoExcuse{#2}
289 \fi
290 }
291 \def\missingExcused#1{\def\min@missingExc{#1}}
292 \def\missingNoExcuse#1{\def\min@missingNoExc{#1}}

```

## 5.5 Signature

```

\signature If you must sign a minutes, add this before \end{Minutes}.

293 \newcommand{\signature}[1]{
294 \begin{tabular}{p{4cm}}
295 \vspace{2em}\hline
296 \footnotesize #1
297 \end{tabular}
298 }

```

## 5.6 Compatibility with old version

**Protocoll** The Protocoll-environment is needed for compatibility with an old version (I don't want to modify all my old minutes). There are five parameters: the title, the moderator, the minutes taker, the participants and the people you are missing.

Do not mix up with `\begin{Protokoll}` with 'k' instead of the 'c'.

```

Protocoll
299 \newenvironment{Protocoll}[5]{
300 \PackageWarning{minutes.sty}{Old environment protocoll, do not use!}
301 \begin{Minutes}{#1}
302 \ifx\empty#2\else\moderation{#2}\fi
303 \ifx\empty#3\else\minutetaker{#3}\fi
304 \ifx\empty#4\else\participant{#4}\fi
305 \ifx\empty#5\else\missing{#5}\fi
306 \maketitle
307 }\end{Minutes}}

```



## 5.7 Load a minutes

`\inputminutes` If you have a master file for all minutes and the minutes in special files, you can load the fields with `\inputminutes`. As an advantage the filename is stored and can be used for the list of tasks. So you can easily find the file, where you have to mark the finishing of a task.

```
308 \newcommand{\min@file}{\relax}
309 %\newcommand{\min@file}{\jobname}%Bad, wenn _ in name

310 \newcommand*{\inputminutes}[1]{
311 \renewcommand{\min@file}{\protect\path{#1}}
312 \input{#1}
313 \renewcommand{\min@file}{\relax}
314 }
```

## 6 Topics and Subtopics

`\topic` The topics of a minutes are defined with `\topic`, `\subtopic` and `\subsubtopic`. The check for an existing `\maketitle` requires a special definition of `\topic`  
`\addtopic` change `\thesection`, so we save it here. For the `\subtopic` after a `\addtopic` we need a counter.

```
315 \let\min@thesection=\thesection
316 \@ifundefined{chapter}{
317 \newcounter{min@section}[part]
318 }{
319 \newcounter{min@section}[chapter]
320 }

\topic check for \maketitle and call \section.
321 \newcommand*{\topic}[2][\minxx]{
322 \min@checktitle
```

In Germany the text "Top" is written in front of the topics. The macro `\min@toptext` contains this text.<sup>3</sup> If you do so, the table of topics will become ugly, because of the long numbers. If you fill `\min@toptext`, please get attention of a separator space. The usage of `\xspace` may produce errors.

```
323 \immediate\gdef\thesection{\min@toptext\min@thesection}
324 \ifx\minxx#1\min@newcoltopic{\section}{#2}{#2}%
325 \else\min@newcoltopic{\section}{#1}{#2}\fi%
326 %\let\thesection=\min@thesection %subtopic without "TOP"
327 }
```

`\addtopic` With `\addtopic` you can insert a topic without a number, but within the list of topics. Here you can administrate the difference between topics which where in an invitation and the real topics.

A following `\subtopic` will get a number in roman numbers. For this we define the counter `min@section` and we reset all subsidiary counters.

---

<sup>3</sup>Thanks to Peter Tillmann for this hint

```

328 \newcommand*{\addtopic}[2][\minxx]{
329 \min@checktitle
330 \refstepcounter{min@section}
331 \@ifundefined{chapter}{
332 \immediate\gdef\thesection{(\min@toptext\@Roman\c@min@section)}
333 }{
334 \immediate\gdef\thesection{(\min@toptext\thechapter.\@Roman\c@min@section)}
335 }
336 \ifx\minxx#1\min@newcoltopic{\section}{#2}{#2}%
337 \else\min@newcoltopic{\section}{#1}{#2}\fi%
338 \global\addtocounter{section}{-1}
339 %%If you do not like the roman number
340 %\section*{#2}
341 %\ifx\minxx#1\addcontentsline{toc}{section}{#2}
342 %\else\addcontentsline{toc}{section}{#1}\fi%
343 }

\min@checktitle Here we check with \ifminutes@titleset, if the title is printed. If not we
make an error message.
After the first error message in a minutes, there is no other error message in
this minutes.

344 \newcommand{\min@checktitle}{
345 \ifminutes@titleset\else
346 \minutes@titlesettrue
347 \PackageError{minutes.sty}{no output of title}{
348 minutes.sty:\MessageBreak
349 You called the environment minutes,\MessageBreak
350 but you forgot to call the 'maketitle'.\MessageBreak
351 If you do not use twocolumn, you can continue.\MessageBreak
352 With twocolumn, you will become trouble later
353 }%
354 \fi}

\min@newcoltopic Because we are using multicols the definition of \min@newcoltopic must con-
tain a \end{multicols} and the start of a new multicols-environment. Param-
eter one contains \section or \section*.

355 \newcommand{\min@newcoltopic}[3]{
356 \ifnum\value{columns} > 1
357 \end{multicols}
358 \hrulefill
359 \begin{multicols}{\value{columns}}[#1[#2]{#3}]
360 \else
361 #1[#2]{#3}
362 \fi
363 }

\subtopic
\subsubtopic 364 \let\subtopic=\subsection
365 \let\subsubtopic=\subsubsection

\minitopic Copy of \minisec from scrrept.cls. There is no \let, because of the freedom

```

of the choice of the class.

```
366 \newcommand\minitopic[1]{\@afterindentfalse \vskip 1.5ex
367 {\parindent \z@ \textbf{#1}\par\nobreak}%
368 \@afterheading}
```

## 6.1 Finish and start the columns

`\newcols` If you want to finish the actual multicols and restart it, you can use `\newcols`. The macro has two optional parameters: a title and a new number of columns.

With `\newcols[] [1]` you can change the number of columns. This number will be used until a new minutes starts or another `\newcols` reset the value. Store the first optional parameter in `\min@newcolsTitle` and start `\min@newcols`.

```
369 \newcommand{\newcols}[1] [\relax]{
370 \global\def\min@newcolsTitle{#1}
371 \min@newcols
372 }
```

`\min@newcols` Close and open the minutes environment. In between modify the counter `columns`. The first optional parameter for the new columns block is going on all columns.

```
373 \newcommand{\min@newcols}[1] [\value{min@columns}]{
374 \ifnum\value{columns} > 1
375 \end{multicols}
376 \fi
377 \setcounter{columns}{#1}
378 \ifnum\value{columns} > 1
379 \begin{multicols}{\value{columns}}[\min@newcolsTitle][2cm]
380 \else
381 \min@newcolsTitle
382 \fi
383 }
```

## 7 Different versions of minutes (secret parts)

With `\includeversion{Env}` and `\excludeversion{Env}` you can prepare different versions of the minutes.

Parts for special people can be between `\begin{Env}` and `\end{Env}`. By default the `minutes.sty` contains an environment for Secret parts.

This coding is based on coding from `version.sty` of Stephen Bellantoni 1990, loosely based on "annotation.sty" by Tom Hofmann. The command `\includeversion` must be adapted for `minutes.sty`. See this example:

```
\begin{Secret}
\topic{xxx}
\end{Secret}
```

This will create an error, because `\topic` will closing the `multicolumns`, but the last opened environment was `Secret`. So we have to manipulate a little bit the

actual name of the current environment. When we close `Secret` again, we must also close first our opened multicols.

```

\includeversion
\excludeversion 384 \begingroup
                 385 \catcode'@=11\relax%
                 386 \catcode'{=12\relax\catcode'}=12\relax%
                 387 \catcode' (=1\relax \catcode')=2\relax%
                 388 \gdef\includeversion#1(%
                 389 \expandafter\gdef\csname #1\endcsname%
                 390 ( \ifnum\value{columns} > 1
                 391 \def\@currenvir{multicols}
                 392 \fi
                 393 )%
                 394 \expandafter\gdef\csname end#1\endcsname%
                 395 ( \ifnum\value{columns} > 1
                 396 \def\@currenvir{#1}
                 397 \fi
                 398 )%
                 399 )%
                 400 \gdef\excludeversion#1(%
                 401 \expandafter\gdef\csname #1\endcsname%
                 402 (\@bsphack\catcode'{=12\relax\catcode'}=12\relax\csname #1@NOTE\endcsname)%
                 403 \long\expandafter\gdef\csname #1@NOTE\endcsname ##1\end{#1}%
                 404 (\csname #1END@NOTE\endcsname)%
                 405 \expandafter\gdef\csname #1END@NOTE\endcsname%
                 406 (\@esphack\end{#1})%
                 407 )%
                 408 \endgroup

```

## 7.1 Secret parts

There is a possibility to mark secret parts of minutes. Short secret parts can be defined with `\secret`, longer secret parts can be between `\begin{Secret}` and `\end{Secret}`.

```

\secret
Secret 409 \excludeversion{Secret}
        410 \excludeversion{Geheim}
        411 \newcommand{\secret}[1]{
        412 \newcommand{\geheim}[1]{
        413 \DeclareOption{Secret}{
        414 \includeversion{Secret}
        415 \includeversion{Geheim}
        416 \renewcommand{\secret}[1]{#1}
        417 \renewcommand{\geheim}[1]{#1}
        418 }

```

## 7.2 Postscripts

`postscript` The environment `Postscript` is defined for additional information, which belong  
`Postscript` not to the original minutes, but they should inserted here.

```
419 \newcommand{\postscript}[1]{[\emph{#1}]}
420 \newenvironment{Postscript}{
421 \begin{description}
422 \item[\min@textPostscript:]~\ \em}{
423 \em\end{description}}
```

## 8 Non-L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> documents

### 8.1 Foreign Minutes

`\ForeignMinutes` If you have minutes from a foreign system (e.g. from a M\$-Product), you can start a `Minutes`-environment. Instead a `\maketitle` you give the information, where you find the foreign minutes.

Using the optional parameter, you can define free pages for the printouts of the minutes, you want to insert. Default is one page.

In addition you can use all parameters of the `Minutes-Environment`.

```
424 \newcounter{@pagecount}%
425 \newcommand{\foreignMinutes}[2][1]{%[pages]{Description}
426 \ifnum #1 > 0
427 \def\min@information{\min@textforeignMinutes: #2}
428 \fi
429 \maketitle
430 \setcounter{@pagecount}{#1}\addtocounter{@pagecount}{-1}%
431 \addtocounter{page}{\value{@pagecount}}%
432 }
```

### 8.2 Attachments

Data for the appendix with foreign documents are saved in a \*.min-File. The \*.min-File is filled via the \*.aux-file.

`\theminutes@attachment` First we need some counter and their outputs. Attachments are counted with roman numbers.

A comment of a friend of mine according small roman numbers: *Aufzählungen/Numerierungen mit Kleinbuchstaben "gibt es nicht"!!! Das ist eine amerikanische Unsitte, weil die dort nicht verstanden haben, das es lateinische Ziffern nur als Versalbuchstaben gibt!!! Bitte abgewöhnen!*

```
433 \newcounter{minutes@page}
434 \@ifundefined{chapter}{
435 \newcounter{minutes@attachment}
436 \renewcommand{\theminutes@attachment}{\Roman{minutes@attachment}}
437 }{
438 \newcounter{minutes@attachment}[chapter]
```

```

439 \renewcommand{\theminutes@attachment}{
440     \thechapter.\roman{minutes@attachment}}
441 }

```

**\attachment** With **\attachment** you are able to define an attachment. There are three parameters:

1. a label [optional]. This value can be used for references with **\ref** .... With this parameter, you get also a reference to the page, where you have to insert the attachment.
2. A title
3. Number of pages.

At the location, where you placed the **\attachment** you get a text ‘enclosure:’, the title and with an defined label a reference to the page, where you should insert the attachment.

First write the text ”enclosure”.

```

442 \newcommand{\attachment}[3][\relax]{%[label]{titel}{Seiten}
443 \stepcounter{minutes@attachment}
444 \par
445 \min@textEnclosure\ \theminutes@attachment: #2
446 \ifx\relax#1\else\min@textPage~\pageref{#1}\fi[#3]%

```

Now we add the information to the \*.aux-file. The value of the second parameter of **\contentsline** contains four parts. These parts will be analyzed by **\l@attachment**.

```

447 \addcontentsline{\min@file@Att}{attachment}{%
448     {#1}{\theminutes@attachment}{#2}{#3}}
449 }%~A      \attachment

```

**\listofattachments** Make a list of all attachments, defined with **attachment**.  
 If the attachment definition contains the optional label, it is set here.  
 The page numbers will be increased by the defined length of the attachment.  
 Bugs:

- empty list is not suppressed!!!!
- If the list is longer then two pages, the next numbering will be wrong.

```

450 \newcommand{\listofattachments}{
451 \ifhyperloaded
452 \renewcommand{\contentsline}[4]{
453 \csname l@##1\endcsname{##2}{##3}
454 }
455 \fi
456 \renewcommand{\pnumwidth}{2em}%Original: 1.55em
457 \setcounter{minutes@page}{\value{page}}\stepcounter{minutes@page}
458 {\@starttoc{\min@file@Att}}
459 \clearpage

```

```

460 \setcounter{page}{\value{minutes@page}}%
461 }

\l@attachment \l@attachment is called by \contentsline.
    Parameter two contains the page, where the attachment is inserted. This value
    is not used (do we need a back reference?)
    Parameter one contains the four variables from \attachment. To parse this,
    we expand them, before we call \min@l@attachment
    Hyperref modify the parameters for \l@attachment.
462 \newcommand{\l@attachment}[2]{%
463 \expandafter\min@l@attachment#1
464 }%^~A \listofAttachments

\min@l@attachment The command \min@l@attachment prepares a line for the list of the attachments
    and it makes an entry to the aux-file for the table of contents and the label.
    First the output. Here we use the macro \contentsline.
465 \newcommand{\min@l@attachment}[4]{%{label}{theattachment}{title}{pages}
466 \@dottedtocline{1}{0mm}{20mm}{%
467 \numberline {#2} #3}{%
468 \arabic{minutes@page} [#4]}

    The entry to the aux-file should be done normally with \addcontentsline
    and \label, but this commands give the actual number of the page. We want to
    give our own numbering. So we need to create the toc-entry and labels on our
    own.
    Prepare the label information.
469 \ifx\relax#1\else
470 \ifhyperloaded
471 \protected@write\@auxout{}%
472 {\string\newlabel%
473 {#1}%Label
474 {%
475 {#2}%number of section
476 {\arabic{minutes@page}}%pagenumber
477 {#2\relax }%title+\relax
478 {section.\thesection}% "section"+sectionnumber
479 {}%
480 }%closenewlabel
481 }%close \protected@write
482 \else% hyperref is not used
483 \protected@write\@auxout{}%
484 {\string\newlabel{#1}{#2}{\arabic{minutes@page}}}%
485 \fi%\ifhyperloaded
486 \fi%\ifx\relax

    Increase the internal pagenumber for the list.
487 \addtocounter{minutes@page}{#4}%
488 }%\def\min@l@attachment

```

### 8.3 Compatibility with old version

`\enclosure` The macro `\enclosure` is used for compatibility with an old version. It is the same behaviour as `attachment`, the sequence of parameters is modified.

```
489 \newcommand{\enclosure}[3][1]{%[pages]{label}{title}
490 \attachment[#2]{#3}{#1}
491 }%^^A \enclosure
492 \let\listofenclosure\listofattachments
```

## 9 Some Macros for Votes

`\vote` The syntax of this macro is `\vote{text}{yes}{no}{no vote}[decision]`. Each number (yes/no/no vote) can get a text on its own. For better understanding, look to the samples.

First the title is written to `\min@voteT`, then we call `\min@voteI` to parse the optional texts for "yes".

```
493 \newcommand{\vote}[1]{
494 \gdef\min@voteT{#1}
495 \min@voteI}
```

`\min@voteI` Read the text and number of yes-votes and save them. The next macros do the same for no...

```
\min@voteTI
\min@voteVI 496 \newcommand{\min@voteI}[2][\min@textYes]{
497 \gdef\min@voteTI{#1}
498 \gdef\min@voteVI{#2}
499 \min@voteII
500 }
```

`\min@voteII` Now we fill the values for "no".

```
\min@voteTII 501 \newcommand{\min@voteII}[2][\min@textNo]{
\min@voteVII 502 \gdef\min@voteTII{#1}
503 \gdef\min@voteVII{#2}
504 \min@voteIII
505 }
```

`\min@voteIII` And now the values for "no vote".

```
\min@voteTIII 506 \newcommand{\min@voteIII}[2][\min@textNoVote]{
\min@voteVIII 507 \gdef\min@voteTIII{#1}
508 \gdef\min@voteVIII{#2}
509 \min@voteIV
510 }
```

`\min@voteIV` `\min@voteIV` calls `\min@voteV`. There is the final preparation of a vote.

```
511 \newcommand{\min@voteIV}[1][\min@empty]{
512 \min@voteV{#1}
513 }
```



`\min@voteV` `\min@voteV` is a dummy for the final preparation of a vote. The real macro is defined by an option. Default is `\min@voteIVlist`. If you want to change the look, add a new macro and replace it here. There are the following parameters:

- `\min@voteT` The text of the decision.
- `min@voteVI` and `\min@voteTI` Number of "yes" (and Text "yes").
- `min@voteVII` and `\min@voteTII` Number of "no" (and Text)
- `min@voteVIII` and `\min@voteTIII` Number of "no vote" (and Text)

```
514 \newcommand{\min@voteV}{\min@voteIVlist}
```

`\minustesstyle/vote` With the command `\minustesstyle` you can define different parameters of a minutes. Here the definitions for votes. There are two possibilities:

- `\minustesstyle{vote={list}}`
- `\minustesstyle{vote={table}}`

```
515 \define@key{min@style}{vote}{
516     \newif\ifmin@nofound
517     \min@nofoundtrue
518     \def\min@xx{#1}
519     \def\min@yy{list}
520     \ifx\min@xx\min@yy
521         \renewcommand{\min@voteV}{\min@voteIVlist}
522         \min@nofoundfalse
523     \fi
524     \def\min@yy{table}
525     \ifx\min@xx\min@yy
526         \renewcommand{\min@voteV}{\min@voteIVtable}
527         \min@nofoundfalse
528     \fi
529     \ifmin@nofound
530         \PackageError{minutes.sty}{Unknown Vote-Style}{
531             minutes.sty:\MessageBreak
532             You try to use the style #1 for votes.\MessageBreak
533             This style is unknown}%
534     \fi
535 }
```

`\min@voteIVtable` `\min@voteIVtable` close and open a tabular-environment. This allows a page break between two votes. `longtab.sty` would allow the same behavior, but I want to keep the number of needed packages low.

First we define the length for the width of an vote-box. The width will a quarter of the total place, but not more than 2 cm. The total place is the `\linewidth`.

```
536 \newlength{\votelength}
537 \newcommand{\min@voteIVtable}[1]{
538     \setlength{\votelength}{0.25\linewidth}
```

```

539 \ifdim\ votelength > 2cm \setlength{\ votelength}{2cm} \fi
540 \par\noindent
541 \begin{tabular}{*{3}{p{\ votelength}}}% \hline
542 \multicolumn{3}{p{3\ votelength}}{\min@voteT}\\ \hline
543 \tiny \min@voteTI & \tiny \min@voteTII & \tiny \min@voteTIII \\
544 \hfill \min@voteVI & \hfill \min@voteVII
545 & \hfill \min@voteVIII\\ \hline
546 \ifx\min@empty#1\else%
547 \multicolumn{3}{p{3\ votelength}}{\decision{-}{#1}}%
548 \fi
549 \end{tabular}\par
550 }

```

`\min@voteIVlist` `\min@voteIVlist` shows the result in a list with "yes, "no"...

```

551 \newcommand{\min@voteIVlist}[1]{
552 \par
553 \begin{tabular}{ll}
554 \multicolumn{2}{p{0.9\textwidth}}{\min@voteT}\\
555 \min@voteTI: & \min@voteVI\\
556 \min@voteTII: & \min@voteVII\\
557 \min@voteTIII: & \min@voteVIII\\
558 \ifx\min@empty#1\else%
559 \multicolumn{2}{p{0.9\textwidth}}{\decision{-}{#1}}%
560 \fi
561 \end{tabular}\par
562 }

```

### 9.0.1 Old environment/macros

**Vote** If you want to hold some votes together, use a `Vote`-Environment. There was a sense for it before Version V1.6c.

```

563 \newenvironment{Vote}{
564 \setlength{\parindent}{0mm}
565 }{}

```

`\Onevote` `\Onevote` was defined in version less V1.6c. For compatibility it is remained.

```

566 \newcommand{\Onevote}{%
567 \PackageWarningNoLine{minutes.sty}{%
568 The use of the macro Onevote is obsolete since V1.6
569 }%
570 \vote%
571 }

```

## 10 Decisions

You can insert the list of decisions with the command `\listofdecisions`

## 10.1 Declare decisions

Decisions are taken down in the command `\decision`. Each decision will be put to an overview of all decisions (glossary). So decisions must belong to a decision theme.

`\decisiontheme` The command `\decisiontheme` has two parameter: A classifier and a Title. All decisions must be assigned to one of these classified decisions.

```
572 \newcommand{\decisiontheme}[2]{
573 \ifundefined{chapter}{
574 \addcontentsline{\min@file@Dec}{decisiontheme}{\#1}{\#2}{\thepart}}
575 }{
576 \addcontentsline{\min@file@Dec}{decisiontheme}{\#1}{\#2}{\thechapter}}
577 }%
578 }
```

`\decision` Called with: `\decision{Theme}{Short descr}[long]` or `\decision*{...}`.  
The asterisk-version will not produce an entry in the list of all decisions.  
Here we check the asterisk.

```
579 \newcommand{\decision}[2]{%
580 \def\min@decisionTheme{\#1}%
581 \def\min@decisionShorttext{\#2}%
582 \min@decision%
583 }
```

`\min@decision`

```
584 \newcommand{\min@decision}[1][\min@xx]{%
585 \if*\min@decisionTheme\else%
586 \ifundefined{chapter}{%
587 \addcontentsline{\min@file@Dec}{decision}{%
588   {\min@decisionTheme}{\min@decisionShorttext}{\thepart}}}%
589 }{%
590 \addcontentsline{\min@file@Dec}{decision}{%
591   {\min@decisionTheme}{\min@decisionShorttext}{\thechapter}}}%
592 }%
593 \fi%
594 \par\noindent\textbf{\min@textDecision\if*\min@decisionTheme$^*$$\fi: }%
595 \min@decisionShorttext\par%
596 \ifx\#1\min@xx\else%
597 \begin{quote}\small \#1\end{quote}%
598 \fi%
599 }
```

## 10.2 Output of the list of decisions

`\listofdecisions` If hyperref is loaded, `\contentsline` must be modified.

```
600 \newcommand{\listofdecisions}{
601 \ifhyperloaded
602 \renewcommand{\contentsline}[4]{
```

```

603 \csname l@##1\endcsname{##2}{##3}
604 }
605 \fi
606 \@starttoc{\min@file@Dec}
607 }% \listofdecisions

\l@decisiontheme Here it is defined how one line for the theme looks like.
\min@l@decisiontheme 608 \newcommand{\l@decisiontheme}[2]{
609 \expandafter\min@l@decisiontheme#1
610 }
611 \newcommand{\min@l@decisiontheme}[3]{%{Theme}{Decision}{Chapter}
612 \noindent\textbf{#2}\par
613 }

\l@decision Here it is defined how one line for the decision looks like.
\min@l@decision 614 \newcommand{\l@decision}[2]{
615 \noindent\expandafter\min@l@decision#1{#2}
616 }
617 \newcommand{\min@l@decision}[4]{%{Theme}{Decision}{Chapter}{page}
618 \@dottedtocline{1}{0mm}{0mm}{#2}{#4}
619 }

```

### 10.3 Argumentations

**Argumentation** Before you make a decision you want to discuss the problem. A comparison of arguments can be done with **Argumentation**.

```
620 \newenvironment{Argumentation}{\begin{itemize}}{\end{itemize}}
```

```

\pro The macros \pro and \contra (respective the big alternatives) define argument
\Pro for and against the discussed point. \result gives a result.
\contra 621 \newcommand{\pro}{\item[\textcircled{+}]}
\Contra 622 \newcommand{\Pro}{\item[\textbf{\textcircled{+}}]}
\result 623 \newcommand{\contra}{\item[\textcircled{-}]}
624 \newcommand{\Contra}{\item[\textbf{\textcircled{-}}]}
625 \newcommand{\result}{\item[\$ \rightarrow \$]}

```

**Opinions** When there are discussions, different people has different opinions. Here you can built a discussion with different participants.

```
626 \newenvironment{Opinions}{\begin{description}}{\end{description}}
```

```

\opinion
627 \newcommand{\opinion}[2]{\textsc{#1:} #2}

```

## 11 Tasks

**\task** Tasks are defined with the macro **\task**. There are following parameters:

- [optional] Date of completion.  
If this parameter is not set, the task will be listed in the list of all open tasks.  
If it is filled a footnote is printed with the information.
- Responsible person. An Asterisk means ‘anybody’ and nothing is printed.
- [optional] Date to to it
- What to do.

If `\task` is used outside the minutes environment, we need the macro `\min@date`.

```
628 \let\min@date\relax
```

```
629 \newcommand{\task}[2][\relax]{
```

```
630 \def\min@taskDone{#1}
```

```
631 \def\min@taskWho{#2}
```

```
632 \min@task
```

```
633 }
```

`\min@task`

```
634 \newcommand{\min@task}[2][\relax]{
```

```
635 \def\min@taskWhen{#1}
```

```
636 \def\min@taskWhat{#2}
```

```
637 \ifx\relax\min@file
```

```
638 \def\min@fileinfo{}
```

```
639 \else
```

```
640 \def\min@fileinfo{\min@file/\the\inputlineno}
```

```
641 \fi
```

```
642 \def\min@space{}
```

```
643 \par\noindent\textbf{\min@textTask}%
```

```
644 \if\relax\min@taskWhen\else\ (\min@taskWhen)\fi%
```

```
645 \if\relax\min@taskDone{%
```

```
646 \@ifundefined{chapter}{%
```

```
647 \addcontentsline{minTsk}{task}{\protect\minutestask%
```

```
648 {\min@taskWhat}{\thepart}{\min@taskWhen}%
```

```
649 {\min@taskWho}{\min@date}{\min@fileinfo}}%
```

```
650 }{%
```

```
651 \addcontentsline{minTsk}{task}{\protect\minutestask%
```

```
652 {\min@taskWhat}{\thechapter}{\min@taskWhen}%
```

```
653 {\min@taskWho}{\min@date}{\min@fileinfo}}%
```

```
654 }%chapter defined
```

```
655 \else%\relax\min@taskDone
```

```
656 \ifx\min@space\min@taskDone\else\footnote{\min@taskDone}\fi%
```

```
657 \fi%\relax\min@taskDone
```

```
658 :
```

```
659 \min@taskWhat\
```

```
660 \if*\min@taskWho\else (\min@taskWho)\fi
```

```
661 }
```

## 11.1 Output of the list of tasks

`\listoftasks`

```

662 \newcommand{\listoftasks}[1][\relax]{
663 \bgroup
664 \ifhyperloaded
665 \renewcommand{\contentsline}[4]{
666 \csname l@##1\endcsname{##2}{##3}
667 }
668 \fi
669 \ifx\relax#1
670 \@starttoc{minTsk}
671 \else
672 \PackageWarning{minutes.sty}{
673     foreign minTsk -> Check Hyper\MessageBreak
674     You are using the list of tasks with tasks from a foreign
675     document\MessageBreak
676     This document must use the hyperref-package like this document.
677 }%
678 {\InputIfFileExists{#1.minTsk}{}}{}
679 \fi
680 \egroup
681 }% \listoftasks

```

To write one task, we must define the width for the responsible persons. If somebody want's to modify it, just set another value for `\min@responsiblelength`. This value reduce the place for the tasks itself.

```

682 \newlength{\responsiblelength}
683 \setlength{\responsiblelength}{0.15\linewidth}

```

`\l@task` Call `\minutestask` from task-file with the page information.

```

684 \newcommand{\l@task}[2]{#1{#2}}

```

`\minutestask` Write one task in the list of all tasks. There are a lot of data, and it is a problem who to print them in a nice way.

`\minutestask` contains following information:

1. Text of the task
2. Minutes where the task is defined
3. When the task should be done
4. Who should do the task. Asterisk is for anybody.
5. Date of the minutes (defined by `\minutesdate`)
6. Page in the document, where the task is defined.

```

685 \newcommand{\minutestask}[7]{%
686 %      {What}{section}{When}{Who}{date}{file}{page}
687 \if*#4
688 \def\min@l@taskWho{\min@textAnybody}
689 \else
690 \def\min@l@taskWho{#4}
691 \fi
692 \def\numberline##1{\parbox[t]{\responsiblength}{##1\hfil}~}
693 \@dottedtocline{1}{0mm}{\responsiblength}{
694 \numberline{\min@l@taskWho}
695 \if\relax#3\else$\hookrightarrow$ #3\\fi%date to do
696 #1 \if\relax#5\else (#5)\fi%Text (date of minutes)
697 \ifmin@fileinfo\footnotesize\relax~[#6]\fi}%File/linenumber
698 {#2\ifx#2\empty\else/\fi#7}%sec/page,
699 }

```

## 12 Schedule

`\schedule` Called as `\schedule*[File]{yyyy/mm/dd}[xx:xx]{What}`. The first optional parameter defines the filename of the cld-File. Default is `\jobname`.

There are only pseudo parameters. There is a sequence of actions:

1. `\schedule` checks for an asteriks and after it, it calls `\min@scheduleStar` or `\min@scheduleNoStar`.
2. `\min@scheduleStar` or `\min@scheduleNoStar` set a flag and then they call `\min@scheduleI`.
3. `\min@scheduleI` saves the optional job name and the date. After this `\min@scheduleII` is called.
4. `\min@scheduleII` read the rest of the data and do the work.

Better: `\appointment`, `\event`?

```

700 \newcommand*{\schedule}{\ifstar\min@scheduleStar\min@scheduleNoStar}
701 \newif{\ifmin@scheduleStar}
702 \newcommand{\min@scheduleNoStar}{\global\min@scheduleStarfalse\min@scheduleI}
703 \newcommand{\min@scheduleStar}{\global\min@scheduleStartrue\min@scheduleI}

```

`\min@scheduleI`

```

704 \newcommand*{\min@scheduleI}[2][\jobname]{%[file]{yyyy/mm/dd}
705 \def\min@sch@file{#1}
706 \def\min@sch@date{#2}
707 \min@scheduleII
708 }

```

`\min@scheduleII`

```

709 \newcommand*{\min@scheduleII}[2][\%[time]{schedule text}
710 \def\min@sch@time{#1}

```

```

711 \def\min@sch@text{#2}
712 \min@scheduleIII
713 }

```

`\min@scheduleIII` Write the schedule line. The date is bold, rest normal. The date is built by the defined format for a date.

In addition an entry to the aux-File is created with all parameters. This entry can be used to create a cld-File for calendar.sty

```

714 \newcommand{\min@scheduleIII}[1][\min@xx]{%[long text]
715     \par\noindent\emph{\expandafter\min@writedate \min@sch@date/%
716         \ifx\@empty\min@sch@time\else\ \min@sch@time\fi:}
717     \min@sch@text
718     \ifx#1\min@xx\else\nobreak%
719     \begin{list}{}{\setlength{\leftmargin}{1em}\setlength{\partopsep}{\parsep}}
720     \item #1
721     \end{list}
722     \fi\par%
723     \ifmin@scheduleStar\else
724     \ifx#1\min@xx%
725     \addcontentsline{\min@file@Cld}{schedule}{\protect\min@l@schedule{\min@sch@file}%
726         {\min@sch@date}{\min@sch@time}{\min@sch@text}{}}
727     \else
728     \addcontentsline{\min@file@Cld}{schedule}{\protect\min@l@schedule{\min@sch@file}%
729         {\min@sch@date}{\min@sch@time}{\min@sch@text}{#1}}
730     \fi
731     \fi
732 }

```

`\min@writedate` Fill `\day...` and call `\today` for a language specific printout of the date. The modification of `\day...` are local.

```

733 \def\min@writedate#1/#2/#3/{
734 \day=#3
735 \month=#2
736 \year=#1
737 \today
738 }

```

## 12.1 Commands to prepare cld-File

Preparation can be called by an option `CreateCld`.

```

739 \DeclareOption{CreateCld}{\prepareCal}

```

`\prepareCal` Extract data from aux and fill cld. The target file is in the optional parameter.

```

740 \newcommand{\prepareCal}[1][\jobname]{
741 \ifhyperloaded
742 \renewcommand{\contentsline}[4]{
743 \csname l@##1\endcsname{##2}{##3}
744 }
745 \fi

```



```

746 \newwrite\cld
747 \gdef\min@calfilename{#1}
748 \immediate\openout\cld=#1.cld
749 \@starttoc{\min@file@Cld}
750 \immediate\closeout\cld %
751 }

\l@schedule This macro is called from \@starttoc. The first parameter contains the data in
the macro \min@l@schedule.
752 \newcommand{\l@schedule}[2]{#1}

\min@l@schedule Writes one entry to the cld-File. If #4 or #5 is complex, there is an overflow.
753 \newcommand{\min@l@schedule}[5]{%{file}{date}{time}{what}{longtext}
754 \let"\relax%no expansion for "Umlaute"
755 \let\ss\relax%no expansion for sz
756 \catcode'\12\relax%is normal
757 \def\min@xx{#5}
758 %\def\min@temp{#1}
759 %\if\jobname\min@calfilename--> output to other file.cld
760 \ifx\min@xx\@empty
761 \immediate\write\cld{\expandafter\min@writecal#2/ #3 {#4}}
762 \else
763 %%This is not robust
764 %\immediate\write\cld{\expandafter\min@writecal#2/ #3 {#4}[#4:\noexpand\ #5]}
765 %%This is robust, but not the expected behaviour.
766 \immediate\write\cld{\expandafter\min@writecal#2/ #3 {#4}}
767 \fi
768 }

\min@writecal Write the date in a version, understood by calendar.sty. Without the dot after the
month there is no space between month and year. A \ is not extracted and can
not be interpreted by calendar.sty.
769 \def\min@writecal#1/#2/#3/{
770 #3
771 \ifcase#2 \or jan\or feb\or mar\or apr\or may\or
772 jun\or jul\or aug\or sep\or oct\or nov\or dec\fi.
773 #1
774 }

```

## 13 Multilingual texts, Support of Babel.sty

### 13.1 German commands

**German Alias** German minute takers can use German macros. There is no difference in the look or the handling of the parameters, the German macros are only alias.

**German header macros**

```

775 \let\Protokoll\Minutes
776 \let\endProtokoll\endMinutes

```

```

777 \let\untertitel\subtitle
778 \let\moderation\moderation
779 \let\protokollant\minutetaker
780 \let\teilnehmer\participant
781 \let\sitzungsdatum\minutesdate
782 \let\sitzungsbeginn\starttime
783 \let\sitzungsende\endtime
784 \let\sitzungsort\location
785 \let\gaeste\guest
786 \let\verteiler\cc
787 \let\fehlend\missing
788 \let\fehlendEntschuldigt\missingExcused
789 \let\fehlendUnentschuldigt\missingNoExcuse
790 %\let\protokollKopf\min@maketitle%->in \begin{Minutes}
791 \let\fremdProtokoll\foreignMinutes

German topic macros   \topic is also ok for German.
792 \let\neueSpalte\newcols
793 \let\zusatztopic\addtopic

German voting macros
794 \newenvironment{Abstimmung}{\begin{Vote}}{\end{Vote}}
795 \let\abstimmung\vote
796 \let\Einzelabstimmung\Onevote%obsolete since V1.6

German argumentations \pro, \contra etc. is fine for German.
797 \let\ergebnis\result
798 \newenvironment{Meinungen}{\begin{Opinions}}{\end{Opinions}}
799 \let\meinung\opinion

German decision macros
800 \let\beschluss\decision
801 \let\beschlussthema\decisiontheme
802 \let\beschlussliste\listofdecisions

German task macros
803 \let\aufgabe\task
804 \let\aufgabenliste\listoftasks

German schedule macros
805 \let\termin\schedule

German attachment macros
806 \let\anhang\attachment
807 \let\anhangsliste\listofattachments

other german macros
808 \let\nachtrag\postscript
809 \newenvironment{Nachtrag}{\begin{Postscript}}{\end{Postscript}}

```

## 13.2 Dutch commands

Thanks to Johan Henselmans for all the hard work to put Dutch commands into minutes.sty.

**Dutch Alias** Dutch minutetaker can use Dutch macros. There is no difference in the look or the handling of the parameters, the Dutch macros are only alias.

### Dutch header macros

```
810 \let\Notulen\Minutes
811 \let\endNotulen\endMinutes
812 \let\ondertitel\subtitle
813 \let\voorzitter\moderation
814 \let\notulist\minutetaker
815 \let\deelnemer\participant
816 \let\bijeenkomstdatum\minutesdate
817 \let\beginbijeenkomst\starttime
818 \let\endbijeenkomst\endtime
819 \let\locatie\location
820 \let\gast\guest
821 \let\cc\cc
822 \let\afwezig\missing
823 \let\afwezigBericht\missingExcused
824 \let\afwezigZonderBericht\missingNoExcuse
825 %\let\notulenkop\min@maketitle%->in \begin{Minutes}
826 \let\extranotulen\foreignMinutes
```

**Dutch topic macros** \topic is also ok for Dutch.

```
827 \let\nieuweKolom\newcols
828 \let\extrapunt\addtopic
```

### Dutch voting macros

```
829 \newenvironment{Stemming}{\begin{Vote}}{\end{Vote}}
830 \let\stemming\vote
831 %%\let\Eenstemming\Onevote%obsolete since V1.6
```

### Dutch argumentations

```
832 \let\resultaat\result
833 %\newenvironment{Meinung}{\begin{Opinions}}{\end{Opinions}} ??
834 %\let\meinung\opinion ??
```

### Dutch decision macros

```
835 \let\besluit\decision
836 \let\besluitonderwerp\decisiontheme
837 \let\besluitenlijst\listofdecisions
```

### Dutch task macros

```
838 \let\aktie\task
839 \let\aktielijst\listoftasks
```

### Dutch schedule macros

```
840 \let\termijn\schedule
```

Dutch attachment macros

```
841 \let\bijlage\attachment
842 \let\bijlagenlijst\listofattachments
```

other Dutch macros

```
843 \let\naschrift\postscript
844 \newenvironment{Naschrift}{\begin{Postscript}}{\end{Postscript}}
```

### 13.3 The texts of minutes.sty

For multilingual use, the packet expect the use of babel.sty. If babel.sty is not used, the last defined language will be used (up to now German).

If you want to add another language, copy the part `\extrasenglish` and replace the English words with the new one of your language. Please send me your addition (knut@lickert.net), so I can add it in the next version.

`\addto`

```
845 \@ifundefined{addto}{\newcommand{\addto}[2]{#2}}{\relax}
```

#### 13.3.1 English texts

`\extrasenglish`

```
846 \addto\extrasenglish{%
847 \def\min@textModerator{Moderation}%
848 \def\min@textMinutesTaker{Minutes taker}%
849 \def\min@textPresent{Those present}%Participant:
850 \def\min@textAbsent{Absent}%
851 \def\min@textAbsentExcused{\min@textAbsent\hspace{.5em}(excused)}%
852 \def\min@textAbsentNoExcuse{\min@textAbsent\hspace{.5em}(not excused)}%
853 \def\min@textGuest{Guest}%
854 \def\min@textDate{Date}%
855 \def\min@textStarttime{Begin of the meeting}%
856 \def\min@textEndtime{End of the meeting}%
857 \def\min@textLocation{Location of the meeting}%
858 \def\min@textCc{Distribution}%
859 \def\min@textPostscript{Postscript}%
860 \def\min@textEnclosure{Enclosure}%
861 \def\min@textforeignMinutes{Foreign minutes}%
862 \def\min@textSecret{including non-public informations}%
863 \def\min@textPage{page}%
864 \def\min@toptext{}%Text before Topic
865 \def\min@textForeign{(no \LaTeXe -minute)}%
866 \def\min@textYes{Yes}%
867 \def\min@textNo{No}%
868 \def\min@textNoVote{no vote}%
869 \def\min@textDecision{Decision}%
870 \def\min@textTask{Task}%
871 \def\min@textResponsible{Responsible}%
872 \def\min@textAnybody{Anybody}%
```

```

873 \@ifundefined{chapter}{%
874     \renewcommand{\partname}{Minutes}%
875     \renewcommand{\ptctitle}{Overview of topics}%
876 }{%
877     \renewcommand{\chaptername}{Minutes}%
878     \def\mtctitle{List of topics}%
879 }%
880 }

```

### 13.3.2 Dutch texts

Thanks again to Johan Henselmans for all the hard work to put Dutch texts into minutes.sty.

\extrasdutch

```

881 \addto\extrasdutch{%
882 \def\min@textModerator{Voorzitter}%
883 \def\min@textMinutesTaker{Notulist}%
884 \def\min@textPresent{Aanwezig}%Participant:
885 \def\min@textAbsent{Afwezig}%
886 \def\min@textAbsentExcused{\min@textAbsent\xspace (met bericht)}%
887 \def\min@textAbsentNoExcuse{\min@textAbsent\xspace (zonder bericht)}%
888 \def\min@textGuest{Gasten}%
889 \def\min@textDate{Datum}%
890 \def\min@textStarttime{Begin van de bijeenkomst}%
891 \def\min@textEndtime{Eind van de bijeenkomst}%
892 \def\min@textLocation{Locatie van de bijeenkomst}%
893 \def\min@textCc{Distributie}%
894 \def\min@textPostscript{Naschrift}%
895 \def\min@textEnclosure{Bijlagen}%
896 \def\min@textforeignMinutes{Externe notulen}%
897 \def\min@textSecret{inclusief niet openbare informatie}%
898 \def\min@textPage{pagina}%
899 \def\min@toptext{}}Text before Topic
900 \def\min@textForeign{(no \LaTeXe -minute)}%
901 \def\min@textYes{Ja}%
902 \def\min@textNo{Nee}%
903 \def\min@textNoVote{Geen Mening}%
904 \def\min@textDecision{Besluit}%
905 \def\min@textTask{Akte}%
906 \def\min@textResponsible{Verantwoordelijk}%
907 \def\min@textAnybody{Iedereen}%
908 \@ifundefined{chapter}{%
909     \renewcommand{\partname}{Notulen}%
910     \renewcommand{\ptctitle}{Onderwerpen}%
911 }{%
912     \renewcommand{\chaptername}{Notulen}%
913     \def\mtctitle{Onderwerpen}%
914 }%
915 }

```

### 13.3.3 French texts

`\min@frenchText` Ok, I learned French in school, so I decided to add the French words. But since my schooldays I forgot a lot, and I am not familiar with French minutes. Please send me your corrections.

There are two French language packages french and frenchb. This macro is used for both.

```

916 \def\min@frenchText{%
917 \def\min@textModerator{Animateur}%ou (Animateuse)
918 \def\min@textMinutesTaker{Secr\'{e}taire de s\'{e}ance}%
919 \def\min@textPresent{Participant}%
920 \def\min@textAbsent{Absent}%
921 \def\min@textAbsentExcused{\min@textAbsent\xspace (annonc\'{e})}%
922 \def\min@textAbsentNoExcuse{\min@textAbsent\xspace (pas annonc\'{e})}%
923 \def\min@textGuest{Visiteur}%
924 \def\min@textDate{Date}%
925 \def\min@textStarttime{Commencement}%
926 \def\min@textEndtime{Fin}%
927 \def\min@textLocation{Lieu}%
928 \def\min@textCc{Distribution}%
929 \def\min@textPostscript{Suppl\'{e}ment}%
930 \def\min@textEnclosure{Appendice}%
931 \def\min@textforeignMinutes{proc\'{e}s--verbal \'{e}trang\'{e}re}%
932 \def\min@textSecret{avec des informations secret}%
933 \def\min@textPage{page}%
934 \def\min@toptext{}%Text before Topic
935 \def\min@textForeign{proc\'{e}s--verbal sans \LaTeX}%
936 \def\min@textYes{Oui}%
937 \def\min@textNo{Non}%
938 \def\min@textNoVote{Sans d\'{e}cision}%
939 \def\min@textDecision{D\'{e}cision}%
940 \def\min@textTask{Devoir}%
941 \def\min@textResponsible{R\'{e}sponsible}%
942 \def\min@textAnybody{Quelqu'un}%
943 \@ifundefined{chapter}{%
944   \renewcommand{\partname}{Proc\'{e}s--verbal}%
945   \renewcommand{\ptctitle}{Table des proc\'{e}s--verbal}%
946 }{%
947   \renewcommand{\chaptername}{Proc\'{e}s--verbal}%
948   \def\mtctitle{Table des proc\'{e}s--verbal}%
949 }%
950 }
```

`\extrasfrench`

```

951 \addto\extrasfrench{%
952   \min@frenchText%
953 }
```

`\extrasfrenchb`

```

954 \addto\extrasfrenchb{%
955     \min@frenchText%
956 }

```

### 13.3.4 Polish texts

Thanks to Sebastian Szwarc for his translations.

\extrapolish

```

957 \addto\extrapolish{%
958 \def\min@textModerator{Przewodnicz\k{a}cy}%
959 \def\min@textMinutesTaker{Sekretarz}%
960 \def\min@textPresent{Obecni}%Participant:
961 \def\min@textAbsent{Nieobecni}%
962 \def\min@textAbsentExcused{\min@textAbsent\xspace (nieusprawiedliwieni)}%
963 \def\min@textAbsentNoExcuse{\min@textAbsent\xspace (usprawiedliwieni)}%
964 \def\min@textGuest{Go\,'{s}cie}%
965 \def\min@textDate{Data}%
966 \def\min@textStarttime{Pocz\k{a}tek zebrania}%
967 \def\min@textEndtime{Koniec zebrania}%
968 \def\min@textLocation{Miejsce:}%
969 \def\min@textCc{Do wiadomo\,'{s}ci}%
970 \def\min@textPostscript{PS}%
971 \def\min@textEnclosure{Za\l\k{a}cznik}%
972 \def\min@textforeignMinutes{Protoko\l{y} zewn\k{e}trzne}%
973 \def\min@textSecret{Poufne}%
974 \def\min@textPage{strona}%
975 \def\min@toptext{}%Text before Topic
976 \def\min@textForeign{(no \LaTeXe -minute)}%
977 \def\min@textYes{Tak}%
978 \def\min@textNo{Nie}%
979 \def\min@textNoVote{Wstrzyma\l{o} si\k{e}}%
980 \def\min@textDecision{Decyzja}%
981 \def\min@textTask{Zadanie}%
982 \def\min@textResponsible{Osoba odpowiedzialna}%
983 \def\min@textAnybody{Ktokolwiek}%
984 \@ifundefined{chapter}{%
985     \renewcommand{\partname}{Protok\,'{o}\l}%
986     \renewcommand{\ptctitle}{Lista spraw}%
987 }{%
988     \renewcommand{\chaptername}{Protok\,'{o}\l}%
989     \def\mtctitle{Lista spraw}%
990 }%
991 }

```

### 13.3.5 German text

\min@germanText And the German texts. German got a new spelling, so we have to define it for German and ngerman. The texts in this packet are written in the same manner

for both spellings.

```
992 \def\min@germanText{%
993 \def\min@textModerator{Moderation}%
994 \def\min@textMinutesTaker{Protokollant}%
995 \def\min@textPresent{Anwesend}%
996 \def\min@textAbsent{Abwesend}%
997 \def\min@textAbsentExcused{\min@textAbsent\hspace (entschuldigt)}%
998 \def\min@textAbsentNoExcuse{\min@textAbsent\hspace (unentschuldigt)}%
999 \def\min@textGuest{G\"aste}%
1000 \def\min@textDate{Datum}%
1001 \def\min@textStarttime{Beginn der Sitzung}%
1002 \def\min@textEndtime{Ende der Sitzung}%
1003 \def\min@textLocation{Sitzungsort}%
1004 \def\min@textCc{Verteiler}%
1005 \def\min@textPostscript{Nachtrag}%
1006 \def\min@textEnclosure{Anhang}%
1007 \def\min@textforeignMinutes{Fremdes Protokoll}%
1008 \def\min@textSecret{mit nicht\"offentlichen Informationen}%
1009 \def\min@textPage{Seite}%
1010 \def\min@textForeign{(kein \LaTeXe -Protokoll)}%
1011 \def\min@textYes{Ja}%
1012 \def\min@textNo{Nein}%
1013 \def\min@textNoVote{Enthaltung}%
1014 %\def\min@textDecision{Beschlus\ss}% diff new/old spelling
1015 \def\min@textTask{Aufgabe}%
1016 \def\min@textResponsible{Verantwortlich}%
1017 \def\min@textAnybody{Irgendwer}%
1018 \def\min@toptext{}%Top} %-> ugly table of contents
1019 \@ifundefined{chapter}{%
1020   \renewcommand{\partname}{Protokoll}%
1021   \renewcommand{\ptctitle}{Tagesordnung}%
1022 }{%
1023   \renewcommand{\chaptername}{Protokoll}%
1024   \renewcommand{\mtctitle}{Tagesordnung}%
1025 }%
1026 }

\extrasgerman
1027 \addto\extrasgerman{%
1028   \min@germanText%
1029   \def\min@textDecision{Beschlus\ss}%
1030 }

\extrasngerman
1031 \addto\extrasngerman{%
1032   \min@germanText%
1033   \def\min@textDecision{Beschluss}%
1034 }
```



## 14 Execute the Options

1035 \ProcessOptions\relax