Meeting Minutes

Date

September 12, 2025

Discussions

Use of Spaces

- **No space required:**
  - On either side of a hyphen (e.g., `state-of-the-art`).
  - On either side of a colon in a ratio (e.g., `5:3`).
- **Space required:**
  - Between a number and its unit (e.g., `50 %`, `20 °C`).

Use of Hyphen, En Dash, and Em Dash

- **Hyphen (-):** Shortest. Connects compound words (e.g., `user-friendly`).
- **En Dash (–):** Longer. Used for ranges (e.g., `2015–2026`).
- **Em Dash (—):** Longest. Creates a strong break in a sentence (e.g., `The result was clear—no further discussion was needed`).

Software & Tools

- Enable spell check in all writing software.

Formatting Rules

- English paragraphs must use no first-line indentation.
- Use paragraph spacing to distinguish between paragraphs.

Terminology & Units

- Use consistent professional terminology throughout all documents.
- Format all units in technical documents using the LaTeX `siunitx` package.