Meeting Minutes

Mathworks Minidrone Competition

Online Meeting on Microsoft Teams
May 13, 2020 14:00

	PRESENT	ABSENT	FOR YOUR INFORMATION
PARTICIPANTS			
Abdullah Sherif - as394@hw.ac.uk	●		
Vishakh Kumar - vpk2@hw.ac.uk	●		
Vishnu Sarathy - vks2@hw.ac.uk	●		
Dr Mehdi Nazarinia			●
Dr Ityonna Amber			●

PROJECT	DATE	CLASSIFICATION
Mathworks Minidrone Competition	2020-05-13	Unrestricted

Agenda

- Prepare LaTeX class for meeting minutes

- Hold meeting

- Write minutes

- Compile with XeLaTeX or LuaLaTeX

Meeting minutes

This class allows to write meeting minutes in the MEETINGNOTES official style. It is a subclass of `meetingnotesdoc`, so see its documentation too.

Title, author and date are set with LaTeX's usual commands `\title`, `\author` and `\date`.

Several other options are self-documenting and will default to a useful tooltip à la `set with \command`.

The author is always first in the participants list, and is marked automatically as present. Other participants can be added with the `\participant` command, which takes *one* of the following optional arguments: `present`, `absent` and `information`. For example,

```
\participant[present]{\LaTeX\ users}
```

Participants should be set in the preamble.

The task list is defined by writing the tasks with the `\task` command, which takes three arguments for task description, responsible and due date, as follows:

```
\task{Learn \LaTeX}{Word users}{ASAP}
```

To print out the task list, use the `\tasklist` command. The task list is numbered automatically.

Task List

#	TASK	RESPONSIBLE	DUE DATE
1	Learn LaTeX	Word users	ASAP
2	Check this template	TeXperts	Anytime
3	Enjoy	LaTeX users	From now on