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Date: [YYYY-MM-DD]

Status: [Draft | In Review | Approved | Rejected]

Authors: [Your name, co-authors]

Context and scope

Problem Statement

[1-3 sentence description of the problem]

Details

[1-2 paragraphs, giving more context than the problem statement]

Goals

[Short list of bullets, what's in scope]

Non-goals

[Short list of bullets, what's out of scope]

Design

Overview

[Details on the chosen solution, including discussion of trade-offs]

System context diagram

[Diagram showing how this system fits into existing systems]

APIs

[Sketch of API endpoints with focus on parts relevant to this design and trade-offs]

Data storage

[Sketch of data storage with focus on parts relevant to this design and trade-offs]

Degree of constraint

[What aspects of the existing system constrain the design, or what boundaries are needed to help constrain it]

Alternatives considered

[Other possible solutions, discussing trade-offs that each design makes and how those trade-offs led to the proposed design]

Cross-cutting concerns

Security

[What needs to be considered to keep systems secure]

Privacy

[What needs to be considered to protect customers]

Appendix

References

[Bullets to other docs and even Slack threads discussing the problem/solution]

Notes

[If useful to record notes, keep this free form section for notes as the document above takes shape]