

<project title> - Documentation

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Important information

- **Project folder:** <add link here>
- **People involved:** <add names/email addresses here>
- **Accounts used:** <add any use of particular Google accounts for on-Form-submit or any other triggers>

Overview

- <general talk through of what the Apps Script project does from start to finish>

Resource links

<links to any other files/folders/websites that may be of reference. These may already be in the Google Drive folder but you could include here with a sentence or two about what they contain>

What the scripts do

<include any hidden 'config' or 'log' sheet details and where they can be found>

<include description of each Apps Script function in the Script Editor - length of description depends on how detailed your code is with comments and an overall Function description included within it in the Script Editor>

Change log

<timestamped entries of any changes/updates that have occurred after the initial completion that need documenting>