**Design Review Minutes & Approval Records**

**Purpose:** To document formal decisions, design discussions, and stakeholder sign-off during technical governance checkpoints.

**Contents:**

* **Meeting Metadata:**
  + Date, time, attendees (name, role, organization)
  + Purpose of review (e.g., UI mockup approval, API change, mobile UX review)
* **Reviewed Artifacts:**
  + UI/UX mockups
  + Data model diagrams
  + Integration points
  + Security architecture
* **Key Decisions Made:**
  + Accepted changes
  + Rejected or postponed features
  + Design trade-offs discussed (e.g., performance vs. complexity)
* **Action Items & Owners:**
  + Follow-ups assigned to developers, QA, product team
* **Formal Approval Section:**
  + Signature or e-sign line for Project Manager, Sponsor, Technical Architect
  + Version control reference for the approved design