**General Services Administration**

Federal Acquisition Service

Technology Transformation Services

{{Project-Team}}

1800 F St NW | Washington, DC | 20405

TTS MPP | {{User-Story Title}}

Ongoing Notes

**Contents**

[Project details](#_1fob9te)

[Basics](#_2et92p0)

[Links](#_6p6zv6m3h5az)

[Deadline](#_tyjcwt)

[Project team POCs](#_3dy6vkm)

[Acquisition team POCs](#_1t3h5sf)

[Miscellaneous](#_4d34og8)

[Meeting notes](#_26in1rg)

[Template](#_lnxbz9)

# Project details

## Basics

* {{Project-Team}}
* {{User-Story-Title}}
  + {{User-Story}}

## Links

* Project summary memo
* Internal Trello card
* Public repo Issue/folder
* Acquisition folder
* Project team slack channel

## Deadline

* DAY MONTH DD, YYYY
* Reason

## Project team POCs

* SME (Product Owner): *Name, email*
* Supervisor: *Name, email*

## Acquisition team POCs

* PM: *Name, email*
* Acquisition Lead: *Name, email*

## Miscellaneous

* Note

# Meeting notes

## Template

**Attendees**

* Name

**Decisions/To-do**

* Text

**Discussion**

* Text