## Project/Topic Title (yyyy-mm-dd)

## Context

Talk the context, not the problem or solution. For example, if this is for extending an existing product, talk about the product and what it does. Or how the existing system functions in general, for reader’s awareness.

## Problem Definition

What problem are we solving?

Why is this a necessity?

What are the success criteria? What are we NOT fixing?

## Proposed Solution

What is the proposed way to solve the problem statement and meet success criteria? This should be a high-level, condensed version of a “Design/Implementation” section of a full engineering design or RFC.

What are the pros and cons of this solution? Why is it better than alternatives?

What is the estimated cost in terms of eng effort?

## Alternative Solution(s)

What are other potential ways to solve the problem?

What are the pros/cons of each alternative?

Why aren’t these better than the proposed one?

## Appendix

* Related information and technical references like RFCs, Data sampling, etc.