Decision Record

A lightweight format for decisions that need to stick.

Decision Title

Decision Date

Owner

What was decided?

(Clear statement; no additional context)

Why was this decision made?

(capture *essential* reasoning that mattered at the time)

- key constraints
- tradeoffs accepted
- risks understood
- information that influenced the choice

What is settled?

(Clear statement; no additional context)

What would justify revisiting the decision?

(List the specific conditions that would warrant reopening the decision.)

Optional: Related artifacts

(Links to documents, analysis, or prior decisions that informed this one.)