

# Work Item Tracking Protocol v2

**Version:** 2.0.0

**Effective Date:** 2026-02-21

**Owner:** Abacus (System Architecture)

## Task ID System

**Format:** BPRD-{YYYY}-{NNNN}

Component	Description	Example
BPRD	Fixed prefix for BPR&D tasks	BPRD
YYYY	Year of creation	2026
NNNN	Sequential 4-digit number	0001

**Full Example:** BPRD-2026-0042

## ID Generation Rules

1. IDs are **immutable** once assigned
2. Deleted tasks retain their ID (never reused)
3. Sequential counter stored in `tasks/_counter.yaml`
4. Only automation scripts can generate new IDs

## Required Fields

Every work item MUST include:

```
---
  id: BPRD-2026-0042          # REQUIRED: Unique task ID
  source: meetings/transcripts/meeting-2026-02-21-14-30-sprint-planning.md#L45
                                         # REQUIRED: Origin (meeting transcript
  link)
  skill_web_node: skills/code-review      # REQUIRED: Linked skill-web node
  owner: claude                         # REQUIRED: Assigned agent
  status: Created                        # REQUIRED: Current status
  created_at: 2026-02-21T14:35:00Z       # REQUIRED: ISO 8601 timestamp
  updated_at: 2026-02-21T14:35:00Z       # REQUIRED: Last update time

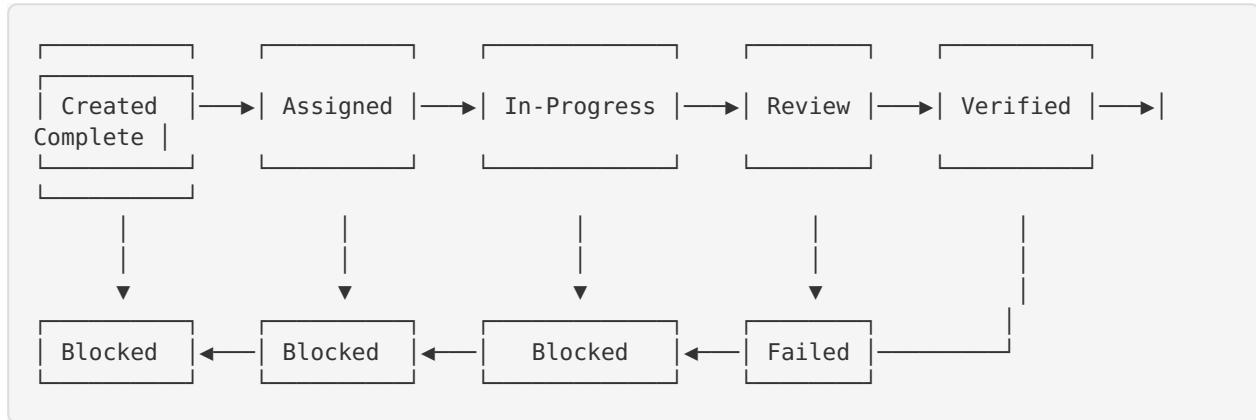
  # Verification (REQUIRED for completion)
  verification_criteria:
    - "Code passes all unit tests"
    - "Documentation updated"
    - "PR merged to main branch"
  verified_by: null                      # Set when verified
  verified_at: null                      # Set when verified
---
```

## Field Descriptions

Field	Type	Required	Description
<code>id</code>	string	✓	Unique task identifier
<code>source</code>	string	✓	Meeting transcript link with line number
<code>skill_web_node</code>	string	✓	Path to skill node in skill-web
<code>owner</code>	string	✓	Assigned agent (from registry)
<code>status</code>	enum	✓	Current workflow status
<code>created_at</code>	datetime	✓	Creation timestamp
<code>updated_at</code>	datetime	✓	Last modification time
<code>verification_criteria</code>	array	✓	Checkable completion criteria
<code>verified_by</code>	string	✗	Agent who verified completion
<code>verified_at</code>	datetime	✗	Verification timestamp
<code>priority</code>	enum	✗	<code>critical</code> , <code>high</code> , <code>medium</code> , <code>low</code>
<code>due_date</code>	date	✗	Target completion date
<code>dependencies</code>	array	✗	IDs of blocking tasks
<code>related_handoffs</code>	array	✗	Links to handoff documents

# Status Workflow

## States



## State Definitions

Status	Description	Can Transition To	Required Actions
Created	Task extracted from meeting	Assigned , Blocked	Auto-generated
Assigned	Owner assigned	In-Progress , Blocked	Owner must acknowledge
In-Progress	Active work happening	Review , Blocked	Owner working
Review	Work complete, pending verification	Verified , Failed , In-Progress	Perplexity reviews
Verified	All criteria confirmed met	Complete	Verification proof recorded
Complete	Task fully done	(terminal)	Moved to tasks/completed/
Blocked	Cannot proceed	Previous state	Blocker documented
Failed	Verification failed	In-Progress	Failure reason documented

## Mandatory Verification Step

### The “No Phantom Tasks” Rule

A task CANNOT be marked Complete without going through Verified status.

## Verification Process

### 1. Owner marks task as Review

- All work must be committed/deployed
- Owner documents what was done

### 2. Perplexity performs verification

- Checks each verification criterion
- Documents evidence for each
- Records pass/fail for each criterion

### 3. Verification outcome

- **All pass:** Status → Verified → Complete
- **Any fail:** Status → Failed (returns to In-Progress )

## Verification Record

```
verification_record:
  verifier: perplexity
  verified_at: 2026-02-21T18:45:00Z
  criteria_results:
    - criterion: "Code passes all unit tests"
      result: pass
      evidence: "CI run #4521 - all 47 tests passed"
    - criterion: "Documentation updated"
      result: pass
      evidence: "docs/api.md updated in commit alb2c3d"
    - criterion: "PR merged to main branch"
      result: pass
      evidence: "PR #123 merged at 2026-02-21T17:30:00Z"
  overall_result: verified
```

## File Locations

Status	Location	Naming
Created	tasks/backlog/	{task-id}.md
Assigned	tasks/active/	{task-id}.md
In-Progress	tasks/active/	{task-id}.md
Review	tasks/review/	{task-id}.md
Verified	tasks/review/	{task-id}.md
Complete	tasks/completed/	{task-id}.md
Blocked	tasks/blocked/	{task-id}.md

# BPR&D-To-Do-List Integration

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## Sync Rules

1. The master `BPR&D-To-Do-List.md` is auto-generated from task files
2. Manual edits to the list are prohibited
3. Changes must be made to individual task files
4. Sync runs on every commit via pre-commit hook

## List Format

See [\\_shared/templates/todo-list-v2.md](#) (`..../_shared/templates/todo-list-v2.md`) for the v2 format.

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# Automation Enforcement

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## Pre-commit Checks

1. All tasks have valid IDs matching `BPRD-{YYYY}-{NNNN}`
2. Required fields are present
3. Status transitions are valid
4. `Complete` status only allowed with verification record
5. Owner must be in agent registry

## CI Validation

1. No duplicate task IDs
  2. All source links are valid
  3. Skill-web nodes exist
  4. No orphaned task files
- 

# Examples

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## Creating a New Task

```
# Automatically generated from meeting transcript
# See: meeting-code-deployer.md
```

## Task File Example

```
---
id: BPRD-2026-0042
source: meetings/transcripts/meeting-2026-02-21-14-30-sprint-planning.md#L45
skill_web_node: skills/code-review
owner: claude
status: In-Progress
created_at: 2026-02-21T14:35:00Z
updated_at: 2026-02-21T16:20:00Z
priority: high
due_date: 2026-02-25
verification_criteria:
  - "Code passes all unit tests"
  - "Documentation updated"
  - "PR merged to main branch"
---

# Implement API Rate Limiting

## Context
Extracted from sprint planning meeting. Discussion at line 45-52 of transcript.

## Requirements
- Add rate limiting middleware to FastAPI endpoints
- Configure per-user and global limits
- Add monitoring dashboard

## Progress
- [x] Research rate limiting options
- [ ] Implement middleware
- [ ] Add configuration
- [ ] Write tests

## Notes
Consider using slowapi library for FastAPI compatibility.
```