

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
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Required Fields

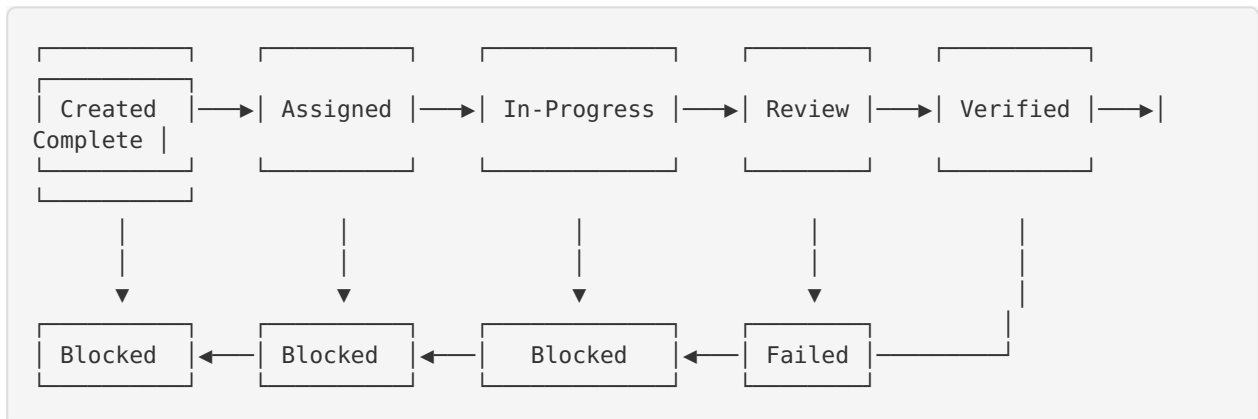
Every work item **MUST** include:

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 a1b2c3d"
    - 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

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.

Automation Enforcement

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
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Examples

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

- ☒ Research rate limiting options
- ☐ Implement middleware
- ☐ Add configuration
- ☐ Write tests

Notes
Consider using slowapi library for FastAPI compatibility.