

Skynet — Project preparation pack (index · working agreements · RACI · access · risks)

For: Agon, Vince, Sead, and the stakeholders named in §3

0. Index — the standard preparation

set and where each piece lives

#	ARTIFACT	WHERE	STATE
1	Vision / PRD (business "done")	<code>skynet-unified-app-functional-design.md</code> + PDF	Done; approved by Mathew (§7 item 1, recorded 2026-08-25); Reddit VOC + PubMed evidence addenda §3.1; Bian (item 2) + D1–D4 still open
2	Functional spec (27 user stories)	same, §3–§4	Done
3	Architecture + ADRs	<code>skynet-technical-plan.md</code> v5 + v5.1 addendum; ADRs in repo <code>docs/decisions/</code>	Plan done; ADR-001...009 written when their cards run
4	Interface contracts	<code>skynet-day0-lock-2026-08-24.md</code> §4 → repo <code>packages/contracts</code> (the gate)	Schema level done; repo artifact = contract day
5	Work breakdown → task specs	<code>skynet-task-specs.md</code> + <code>skynet-techdesk/appendix-b-import.json</code>	Done — 48 cards, reviewed executable
6	Test / acceptance plan	lock doc §6 (per seam) + acceptance command on every task spec	Done
7	Deployment + ops runbooks	<code>skynet-implementation-prd.md</code> §2–§6; runbooks = cards X4/X5/X7/A6	Done / carded
8	Risk register	this doc §5	Done
9	RACI + cadence	this doc §3	Done
10	Working agreements + Definition of Done	this doc §2	Done
11	Access checklist	this doc §4	Done — fill by the gate
12	Stakeholder one- paggers	card M6 (the gate) + kickoff notes	Later

1. The delivery in one paragraph

One app at `app.rescale.media` ; Production native; the creative-code loop proven with one real ad; links to the standalone scraper and RescaleOS in S1; bridge track B allowed in those standalone repos while S1 runs; launch-board pilot in S4; ops floor. Three lanes, one person each. Gates are slice and wave gates only; no calendar dates are part of this plan.

2. Working agreements and Definition of Done (one page — this is the contract between the three of us)

Repo and branches

- Trunk-based on `main` ; branch per card `feat|chore|spike/<lane>/<key>-<slug>` ; a branch lives ≤ 2 days.
- Branch protection: CI required checks, 1 approval, linear history, secret scanning. No direct pushes to `main` .
- PR title starts with the card key (`S3: creative-code service`). PR template requires `Task: <key>` and `ADR: <n|none>` .
- Nobody commits or pushes for someone else. No `Co-Authored-By` trailers.

Ownership

- One card, one owner, one branch. The owner is accountable for the merge and the acceptance artifact.
- Never change another lane's card status. Never close a card from CI.
- Discovered work → a new card (backlog) with the evidence, before its code lands. No silent TODOs.

Reviews

- Every PR: draft → hard review → fix → re-verify before a human looks.
- Human cross-lane review is **required** only for changes to `packages/contracts` , any migration, auth/session code, Caddyfile/compose, and workflows. Everything else: owner merges after draft, review, fixes and re-verification.
- A review comment is either "must fix" or "nit". Nits do not block a merge.

Definition of Done (a card moves to `done` only when all are true)

1. Code merged to `main` , CI green.
2. The acceptance check from the task spec was run and its output (log, screenshot, table, or file) is posted as a comment on the TechDesk task.

3. Docs the spec names exist (README section, runbook, or ADR).
4. Feature flags default to off in prod unless the spec says otherwise.
5. No secret in the diff (scan gate green).
6. If it changes a contract: the consumer tests in the other lanes pass.

Blocked

- `blocked` requires a comment naming the blocker card or person and the unblock condition. The upstream owner ships a stub or fixture the same day if the real thing is late.

Scope discipline

- S1 non-goals are not carded. A "while I'm here" that touches a sidecar outside the allowed list is reverted. The allowed standalone exception is bridge track B only: the standalone scraper and RescaleOS may be changed for the track-B cards while S1 runs.
- Sizes are hard: $S \leq \frac{1}{2}$ day, $M \approx 1$ day, $L \approx 2$ days. A card that will exceed its size by more than half a day is split before continuing, not stretched.

3. RACI and cadence

People

PERSON	ROLE IN SKYNET
Agon	Delivery owner, Lane A (platform, imports, proxy, scraper, runtime), release manager at go-live
Vince	Lane B (shell, production, bindings/spend guard, launch-board UI)
Sead	Lane C (core auth, contracts, creative code, read layer, readback, launch-board API, discovery)
Mathew	Product sponsor (functional design, hooks/strategy layer, taxonomy)
Bian	Owner of RescaleOS's live loops; must agree the coexistence plan before A11
Cyrus	Creative lead; consulted on creative-code/naming and Production changes
Sven	Built rescale-workos; consulted on S0a scrub and the workos bridge endpoints
Media buyer (named at G2)	Pilot user of the launch board; walkthrough at the pilot gate
D3 sponsor (leadership)	Signs G3 (pilot in prod)

RACI (R = does, A = accountable/decides, C = consulted before, I = informed after)

DECISION / DELIVERABLE	AGON	VINCE	SEAD
Functional design approval (§7 items 1, 5, 7, 9) — done, Mathew approved	R	I	I
RescaleOS coexistence (§7 item 2, A11)	R	—	—
D1–D4 (funding, ownership, pilot sponsor, store hosting)	R	—	C
Technical plan, implementation PRD, day-0 lock	A/R	C	C
Contracts (packages/contracts)	C	C	A/R
Gate G2 (pilot design)	C	C	A/R
Gate G1 (scraper data access)	A/R	I	C
Gate G3 (pilot in prod)	C	C	R
Go-live	A/R	R	R
Workos secret scrub (S0a)	C	—	A/R
Comms + training (M6)	A/R	C	C

Cadence

WHEN	WHAT	WHO	WHERE
Daily 09:30 (5 min, written)	Stand-up: yesterday / today / blocked, one line each, per card key	Agon, Vince, Sead	TechDesk project comment (async; no meeting)
As scheduled by the current wave	Pairing blocks (integration, not co-coding) — see the delivery plan	as scheduled	call
At each gate review	Gate reviews (S1 wave gates; G2, G1, G3 in their slices) — 30 min, decision recorded as an ADR in the same wave	gate owner + Agon (+ sponsor for G3)	call
Before the relevant gate closes	Integration checklist on staging	all three	staging
At go-live	Go-live + demo + training sessions	Agon runs; all present	call + app
Weekly (Fri)	One-paragraph status to Mathew and leadership: gates, risks, what ships	Agon	email/Telegram
Anytime	Blocker → TechDesk blocked + a direct message to the upstream owner	anyone	TechDesk + Telegram

Communication rules: decisions live in ADRs and TechDesk comments, never only in chat. Stakeholders outside the three get the regular status paragraph and the go-live session; nothing else is expected of them until G3.

4. Access checklist (every line ticked

before the gate — the classic day-1 blocker)

ACCESS	AGON	VINCE	SEAD
GitHub org <code>Rescale-Media</code> , write on <code>skynet</code> , read on the four source repos	☐	☐	☐
GHCR: <code>read:packages</code> PAT for <code>docker login ghcr.io</code> on the box	☐	—	—
<code>server.rescale.media</code> SSH (deploy user)	☐	☐ (read)	☐ (read)
Plesk panel (vhosts, TLS)	☐	—	—
Portainer (viewer)	☐	☐	☐
ecomprofits Postgres — <code>skynet_readonly</code> role + connection string	—	—	☐
ecomprofits repo write (one-line grant PR)	—	—	☐
Cloudflare R2: buckets <code>static-ads</code> , <code>meta-ads-media</code> + keys	☐	☐	—
OpenRouter org key (+ per-user keys for M1)	☐	☐	—
ClickUp: bot token (existing, scrubbed from repo) + a sandbox list for S8 tests	—	☐ (read)	☐

ACCESS	AGON	VINCE	SEAD
Railway project "Rescale Tools" (workos)	☐	—	☐
Discord + Telegram bot tokens (alerts)	☐	—	☐
Transactional email provider (M3)	—	—	☐
TechDesk account + MCP token	☐	☐	☐
Coding assistants on each machine	☐	☐	☐
Password manager vault "Skynet"	☐	☐	☐
Scraper Supabase project (dump for A4 + staging copy)	☐	—	—
RescaleOS Claude subscription tokens	☐	—	—

5. Risk register (trigger · owner · fallback)

#	RISK	TRIGGER YOU CAN OBSERVE	OWNER	FALLBACK / MITIGATION
1	Creative-code sequence forks between workos and Skynet	Two codes with the same <code>seq</code> for one product	Sead	S3 calls <code>rescale_service.next_naming_seq</code> in the same transaction; cross-check test vs workos output; no second generator ever
2	Read layer numbers do not match ecomprofits dashboards	S5a acceptance table differs on any of 3 known ads	Sead	Formulas fixed in contracts (<code>three_second=video_plays</code> , etc.); Looker/ecomprofits value is the reference, never adjusted in Looker
3	Auth bridge breaks static-ads <code>?token=</code> URLs	Any image/SSE 401 after V1 on staging	Vince	Bridge per lock §4.1; X1 tests; week-3 cookie-only migration
4	G1 spike fails or overruns the gate	Any inventory row FAIL at the gate review	Agon	Hard stop; scraper keeps Supabase; ADR-003 records; later-slice choice
5	Pilot discovery shows the launch board is the wrong first board	G2 doc names another board	Sead	S8b/V9 re-target or defer; the rest of the slice exit gate still ships
6	ClickUp mirror drifts / clobbers human edits	Reconciliation report shows field diffs	Sead	Per-field compare-and-write; machine vs human field lists; workos reconcile cron

#	RISK	TRIGGER YOU CAN OBSERVE	OWNER	FALLBACK / MITIGATION
7	Workos credential leaks into the monorepo	Scan gate hit	Sead	S0a scrubbed tree + custom patterns; old repo stays private
8	Sidecar redeploy loses networks / Plesk GUI edit breaks mounts	Container off <code>skynet-net</code> ; mount type <code>bind</code>	Agon	A2b aliases in compose; rule: compose is the only owner; synthetic checks
9	Agon overloaded (infra critical path + side-quests)	Any lane-A card slips a wave	Agon	Bridge work stays in explicit B cards only; no hidden side-quests inside S1
10	D1–D4 / Bian sign-off missing at the gate	No signature at the gate	Agon	G3 = staging-only automatically; A11 (coexistence) waits for Bian
11	Production data migration (V3/S12) corrupts or loses rows	Checksum mismatch in S12	Vince + Sead	Dump before, checksums, restore drill X4; old host read-only 2 weeks (M5)
12	Spend guard misfires (pauses production)	402s on staging during E2E	Vince	Kill switch env; admin resume (V5); thresholds per workspace
13	Scope creep from "keep	A card grows past size + ½ day	Everyone	Split rule; Appendix A checklist is the parity bar, not new features

#	RISK	TRIGGER YOU CAN OBSERVE	OWNER	FALLBACK / MITIGATION
	100% features"			
14	Staging exercises live sidecars by mistake	Staging scraper writes to the live DB	Agon	Isolated staging sidecars (PRD §4); crons off; read-only role only
16	Bridge work (track B for Mathew) displaces S1 capacity on Lane A	Any lane-A S1 card slips a wave while I1/I2 run	Agon	Accepted explicitly; bridge tracked as separate B cards, never hidden inside S1; PubMed R-cards are Bian-side/Vince, not Lane A
15	Shared box incident (other tools) takes Skynet down	Any other container saturates disk/CPU	Agon	Separate compose projects; rollback drill; disk guard in migrate step