Jilu

The Decision Record Specification

How a decision record is kept in Jilu: the fields, the states, and who may do what at each step.

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A decision record is the unit Jilu keeps. Jilu is a company brain: it keeps a company’s decisions in one record, each decision with its reasons, the sources those reasons rest on, and the person who approved it. This specification states how one of those records is kept — the fields every record carries, the states it passes through, and who may do what at each step.

The record is built from the work itself. Jilu gathers the chat, the documents, the tickets and the meetings a company already produces, and drafts record entries from that material. A person reviews each draft and approves it before it joins the record, so keeping the record is a review task, not a writing task. Nothing is published by a machine, and nothing a machine drafts counts as company record until a person has approved it.

The fields

Every record carries the same nine fields. A record with an empty field is not finished: the field is filled, or the record waits.

Title	A short name for the decision, so the record can be found, opened and cited later.
Decision	What was chosen, stated plainly — including what was not chosen.
Reasons	The argument that carried the choice, including the options that lost and why they lost.
Sources	The messages, documents, tickets and meetings the reasons rest on, linked so a reader can open and check each one. A claim with no source does not join the record.
Decider / approver	The named person who owned the call and approved the record. One name, never a team.
Date	The date the decision was made, and the date the record was published.
Status	The record’s current state: drafted, in review, published or rejected. The states are defined below.

Supersedes	The earlier record this one replaces, where it replaces one. The replaced record stays in the record, marked as superseded and still readable.
Depends on	The records this decision rests on, so a reader can follow the chain from either direction.

The states

A record is always in one of four states. It moves forward through the gate — drafted, in review, published — or it is rejected, and the rejection is kept.

Drafted

Jilu drafts the entry from the work it has collected, with its sources attached; a person can also draft an entry directly. A draft is not company record. It is not served as the company's answer, and its drafter may edit it freely.

In review

A named approver reads the draft and checks it against its sources. The approver corrects what is wrong, approves the draft, or sends it back to the drafter. A draft that is sent back carries the reason for the return, and the return stays in the record's history.

Published

Only the named approver publishes. A published record joins the company record, dated and sourced; it is read by the company subject to the permissions on its sources, and it is what Jilu's answers cite. A published record is never overwritten silently: a change is made as a new record that supersedes it, and the earlier record stays readable.

Rejected

A draft the approver does not approve is rejected. It does not join the record. The rejection and its reason stay in the record's history, so the argument is not re-run from nothing when the question returns.

Who may do what

Jilu (the agent)	May gather sources and draft entries. May not review, approve, publish or reject: machines draft, and a person approves.
The drafter	May draft an entry and edit it while it is in the drafted state, including after it has been sent back. May not publish their own draft.
The approver	The named owner of the decision. May check a draft against its sources, correct it, approve and publish it, send it back with a reason, or reject it with a reason. Only the approver publishes.

Readers	May read published records their permissions allow. The record inherits the permissions of its sources: nobody reads through the record what they could not read at the source.

Rules that hold at every step

Sources on every entry — pick any claim in the record and the message, document or meeting behind it can be opened.

Permissions follow the sources — people and agents see only what they are allowed to see in the underlying material.

Corrections are visible — a new version takes effect and the old one stays readable, marked as replaced. Nothing is overwritten silently.

Settled questions stay settled — the record keeps the reasoning and the alternatives already rejected, so a question is reopened only when new evidence appears.

Example record

The record below is an example. The company, the people and the dates in it are invented; the fields and the states are the specification above, filled in.

Title	Weekend support cover moves to a four-day rotation
Decision	From 1 December, weekend support cover runs on a four-day rotation across the support team, replacing the fixed Saturday pair.
Reasons	The fixed pair carried every Saturday while weekend tickets rose across two quarters, and the load was landing on the same two people. The rotation spreads the load and keeps response times inside the published target. A dedicated weekend hire was considered and set aside: ticket volume does not yet carry the cost of the role.
Sources	Support ticket queue export, October · Rota discussion thread, #support, 4 November · Rota proposal document, Support lead
Decider / approver	Dana Whitfield, Head of Support
Date	Decided 6 November 2026 · Published 7 November 2026
Status	Published
Supersedes	“Weekend support cover: the fixed Saturday pair”, 12 March 2026
Depends on	“Support response-time targets”, 18 September 2026

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