### Topic 1: What to Produce at the End of the Semester

* **Objective**: Demonstrate a complete understanding of the project.
* **Evidence**: Show proof that you can achieve the goals for semester 2.
* **Implementation**: Do basic implementation to show capability to complete the full project in semester 2.
* **Team Skills**: The team has a mix of strengths. While it's tempting to focus on areas of strength this semester, the professor suggests working on weaker areas instead. Strengthening the areas you're not as familiar with will "de-risk" the project, helping ensure overall success.

### Topic 2: Estimating How Long It Takes to Do Something You Have Never Done Before (Timeline)

* **Confronting Uncertainty**: Estimating timelines can be challenging when dealing with unfamiliar tasks.
* **Purpose of a Plan**:
  + Ensures tasks are completed in the right order.
  + Provides clarity on what is and isn’t being done, aligning everyone on the team.
  + Helps ensure tasks are completed on time.
  + Facilitates understanding of individual contributions toward the overall goal.
  + Captures priorities effectively.
* **How Plans Are Used**:
  + **Set vs. Changeable**: Plans aren't rigid or immutable. They should be flexible.
  + **Reasons to Change a Plan**:
    - New insights or information from implementing tasks may suggest that altering the plan could improve outcomes, prevent problems, or reduce risks.
    - Adjustments may be necessary as new information comes in.

### Topic 3: Tutor Meeting

* **Purpose**: Demonstrate why certain decisions and actions were taken in the project.
* **Strategy**: **Divide and Conquer** – This approach involves breaking the tasks into smaller, manageable parts and assigning them based on team members’ strengths.
* **Individual Contributions**: Each team member’s actions and contributions should be highlighted, explaining how they’ve helped both the team and the project as a whole.
* **Outcome**: The goal is to show how this strategy helped achieve specific milestones, improve collaboration, and drive the project forward.