1. Assessing tasks
   1. We need to put in risks associated with a task priority
      1. How do you measure risk?
      2. Have a bar 0-5
      3. Based on people allocated to tasks, attempt to quantify the risk of certain allocations
         1. Alex working on testing backend – he’s good at it.
         2. Hence, risk is small!
   2. Clearly stated when discussing priorities and tasks.
   3. Always give a plan B for this task!
      1. Must show to the client that this is the considered approach
      2. If not, look at the alternative solution
   4. Assign time boxes for these!
   5. We know the initial tasks will take way less than writing/debugging codes
      1. Make sure you allocate the correct amount of time
2. Tasks
   1. Give timelines for these tasks
   2. Document when a ticket is opened or not
      1. In presentations of this nature, you should show how you have addressed issues in a more structured fashion
3. Summarize key agreed milestones during next customer meetings
   1. Keep it consistent!