

# Agenda for Stakeholder Requirement Gathering Session

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Location: [Insert Location]

## Attendees:

- [Stakeholder Name 1]
- [Stakeholder Name 2]
- [Stakeholder Name 3]
- [Your Name]

## Agenda Items:

1. Welcome and Introductions
2. Overview of Project Goals
3. Discussion on Stakeholder Requirements
  - Current Challenges
  - Desired Outcomes
  - Prioritization of Needs
4. Q&A Session
5. Next Steps and Action Items
6. Closing Remarks

## Contact Information:

If you have any questions, please reach out to:

[Your Name] - [Your Email] - [Your Phone Number]