

# Stakeholder Requirement Gathering Summary

Date: [Insert Date]

To: [Stakeholders' Names]

From: [Your Name]

Subject: Summary of Requirement Gathering Session

## Introduction

This document summarizes the key points and requirements discussed during the stakeholder gathering session held on [Insert Date].

## Participants

- [Participant Name 1]
- [Participant Name 2]
- [Participant Name 3]

## Key Discussion Points

1. [Discussion Point 1]
2. [Discussion Point 2]
3. [Discussion Point 3]

## Requirements

### Functional Requirements

- [Functional Requirement 1]
- [Functional Requirement 2]
- [Functional Requirement 3]

### Non-Functional Requirements

- [Non-Functional Requirement 1]
- [Non-Functional Requirement 2]
- [Non-Functional Requirement 3]

## **Next Steps**

[Outline next steps and any follow-up actions]

## **Conclusion**

Thank you for your valuable input during the session. Please review the above points and provide any additional feedback by [Insert Feedback Deadline].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]