

# Documentation of Discussions and Interviews

## 1. General Information

Date	June 5, 2024
Location	Meeting Room B
Participants	Anna Smith, John Lee, Michael Evans
Interviewer(s)	Jane Doe
Purpose	To gather requirements for the new product launch

## 2. Summary of Discussion

The meeting focused on the challenges in the current workflow and discussed potential improvements for the upcoming product launch. Participants provided input on target audience expectations, product features, and potential risks. The interviewee shared valuable insights regarding resource allocation and the need for early cross-department collaboration.

## 3. Key Points Discussed

- Identified major pain points in the existing process.
- Reviewed requirements for the new product features.
- Discussed timeline and critical milestones.
- Addressed interdepartmental communication gaps.
- Outlined preliminary risk mitigation strategies.

## 4. Action Items

- Compile detailed requirements document – *Owner: Anna Smith (by June 12, 2024)*
- Schedule follow-up meeting with marketing team – *Owner: John Lee*
- Prepare resource allocation plan – *Owner: Michael Evans*

## Important Notes About Documentation of Discussions and Interviews

- This document serves as an official record of discussions or interviews.
- Ensures clarity and alignment among all participants.
- Should be reviewed and approved by attending parties if possible.
- Helps track action items and accountability.
- Useful for reference in future meetings or decision-making.