

Stakeholder Engagement Summary Document

1. Purpose

[Briefly describe the purpose of the engagement and this summary document.]

2. Background

[Provide background information on the project and its relevance to stakeholders.]

3. Stakeholder Identification

| Stakeholder Group | Description | Level of Influence |
|-------------------|---------------------|--------------------|
| [Group Name] | [Brief description] | [High/Medium/Low] |
| [Group Name] | [Brief description] | [High/Medium/Low] |

4. Engagement Activities

| Date | Stakeholder(s) | Activity | Key Discussion Points |
|--------|---------------------|---------------------------|-----------------------|
| [Date] | [Stakeholder Group] | [Meeting/Survey/Workshop] | [Summary of topics] |
| [Date] | [Stakeholder Group] | [Meeting/Survey/Workshop] | [Summary of topics] |

5. Key Feedback & Themes

- [Theme or feedback point 1]
- [Theme or feedback point 2]
- [Theme or feedback point 3]

6. Actions & Next Steps

1. [Action item 1]
2. [Action item 2]
3. [Action item 3]