1.

A software system must meet a condition or capacity known as a need in order to fulfill a business or user need. Both functional and non-functional requirements are possible. While non-functional requirements specify the behavior of the software system, functional requirements specify what the software system must be able to do.

2.

The four primary categories of requirements gathering methods are as follows:

Interviews: Interviewing users and stakeholders is a good technique to learn about their requirements. To better grasp the user's wants and to explain the criteria, the interviewer may ask questions throughout the interview.

Focus groups are a useful tool for gathering requirements from a variety of consumers or stakeholders. Having different viewpoints on the needs can be useful.

Observations: By seeing users engage with the current system or a prototype of the future system, observations can be an excellent technique to obtain needs. This can assist in identifying the wants and problems of the users.

Documentation: Materials like user guides in documentation can be useful sources of specifications.