

## **Interviews, Focus Groups, and Group Discussions**

*The following listing was constructed to serve as a reminder when preparing for and writing up interviews and discussion/focus groups.*

### **EQUIPMENT**

Business cards / Brochures  
Tape recorder(s)  
Microphone (multi-directional and/or stand-up)  
Tapes  
Batteries  
Notepads  
Name tents or name tags  
Markers / Pens  
Forms participants may need to fill out  
Informational sheets to give them  
Duct tape to cover extension cord  
Extension cord and multiprong plug

### **REFRESHMENTS**

Food / drinks / ice / cooler  
Plates, cups, napkins, forks, spoons, knives

### **GUIDE FOR NOTE TAKING**

#### Before the meeting:

Date, meeting place, name of organization(s) involved, address, telephone  
How to find meeting place  
Main contact person  
Time(s) of arrival  
Meeting start time

#### Include in notes:

General décor, environment of the meeting place  
Any confusions or hassles  
Relevant remarks made before the official meeting  
When people come and go (and why, if you know)  
General attitudes of participants (e.g., open and friendly, tense and argumentative)

#### During meeting:

Names of participants and their affiliations  
Identify speaker as each comment is made  
Jot down general content of comment

Non-verbal behavior when relevant  
Cause of interruptions

After the meeting:

Meeting end time, length  
Relevant remarks made after the official meeting