

Debriefing Template courtesy of Dr. Shannon McMahon

Debriefing Template	
Question/Thought	Please insert your notes in the boxes below. If it is a direct quote, please put it in quotation marks. Please take copious notes, no need to keep to the size of these text boxes.
1. Please tell me the ID for this data collection activity	
2. Logistical points - please give me the recording device and consent form(s). Are there any logistical issues we should discuss (finding respondents, arranging a quiet place, collecting consent, gaining trust ...)?	
3. What was something you found interesting or in any relevant in this (interview or focus group)?	
4. Insights relevant to knowledge of (INTERVENTION)	
5. Insights relevant to experience with (INTERVENTION)	
6. Insights relevant to attitude toward (INTERVENTION)	
7. What other topics came up during this interview that might be interesting for us to know?	
8. Was there anything that surprised you?	
9. Please tell me any strong quotes	
10. Are there some thoughts or insights that you are hearing again and again?	
11. Are you noticing any kinds of patterns?	
12. Did the respondent recommend we talk with him/her again (or anybody else)? If yes, when (or with whom)?	