

**Appendix K:**

**Observation Summary for Focus Groups**

## Observation Summary for Focus Groups

**Name of Moderator:**

**Name of Observer/Co-Moderator (if applicable)**

**Date and time of focus group:**

**Location:** (\*\*If there is anything remarkable about the location (e.g., particular section of town, individual's home, or neighborhood characteristics) or the arrangements that went into the group, please comment briefly.)

1. Physical Setting: Brief description of setting in which focus group is taking place (e.g. type of building, size and shape of room, arrangement of furniture, condition of the facilities, distracting noises, etc)

2. Participants List names of all participants.

Name and Title	Agency	Participant's Role in Project
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

3. Seating Arrangement / Sociogram Please draw the seating arrangement and label who is sitting where.

4. General observations: pay attention to the following issues (N.B. There may be other, relevant matters that are not listed below).

- a. Expression of views – openness of the group to voicing and hearing diverse opinions;
- b. Non-verbal signals (e.g., body language);
- c. Degree to which one person or subgroup is dominating the discussion;
- d. Indications that there are divisions or tensions in the group and how these break down.

(Observations should contain more information than simply your perspective. For example, do not write, “Juan became angry,” but rather “ Juan seemed to get angry, as he raised his voice and pounded his fist on the table when he spoke.” This will allow the reader to draw his/her own conclusions about the behavior and enhance our ability to interpret the findings.)

5. Overall Observations: Briefly summarize the tone and feel of the group, major themes that seemed to emerge from the session, and any additional comments that you believe will help us to interpret the transcript. Please also include any “lessons learned” as to what to do or not to do in the next group based on how this group went.