**Focus Group Recording Checklist**

**Purpose**

This checklist helps you ensure that all recording equipment is properly set up and that no important data is missed during the focus group session.

**1 Before the session**

[ ]  **Test audio equipment**

Ensure microphones are working and are positioned so that all participants are clearly audible. Perform a quick soundcheck to adjust the volume levels.

[ ]  **Test video equipment**

If recording video, check the camera angles and clarity to ensure all participants are visible. Test the lighting to avoid shadows or glare.

[ ]  **Check recording device**

Ensure the recording device (audio recorder or software) is charged or connected to a power source. Verify that enough storage space is available for the entire session.

[ ]  **Confirm recording software/platform settings**

If you’re using a software solution, ensure that the **recording feature** is enabled. Verify settings for audio quality and ensure that participants have been informed of the recording.

[ ]  **Backup recording device**

Set up a **secondary recording** device as a backup (e.g., a phone or another audio recorder) in case of technical failure with the primary device.

[ ]  **Check consent forms**

Confirm that all participants have signed the **consent forms** and are aware that the session will be recorded for research purposes.

**2 During the session**

[ ]  **Start the recording at the beginning**

Ensure that the recording starts as soon as the session begins. Double-check that both audio and video are capturing clearly.

[ ]  **Monitor recording quality**

Periodically check the sound levels and video feed to ensure that everything is being captured clearly. If using online platforms, confirm that the recording is being saved correctly.

[ ]  **Manage technical issues**

If any technical issues arise (e.g., microphone cuts out, video lags), pause and resolve the issue quickly. Make note of any technical difficulties that occur during the session.

[ ]  **Track time**

Keep track of time to ensure that the recording captures the entire session. If necessary, start a new recording at certain intervals to prevent file size issues.

**3 After the session**

[ ]  **Stop the recording**

Ensure the recording is stopped immediately after the session ends. Double-check that all files have been saved correctly.

[ ]  **Label the files**

Label the recording files clearly with the date, session number, and focus group topic for easy reference (e.g., “FocusGroup\_2025\_04\_20\_Usability\_Test”).

[ ]  **Backup the recording**

Upload the recording to a secure cloud storage system or external hard drive as a backup. This ensures the data is safely stored and easily accessible for transcription and analysis.

[ ]  **Review recording**

Briefly review the recording to ensure no critical sections were missed and that audio/video quality is clear enough for transcription.