# 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.

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## 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.