Welcome

Introduce the facilitator and scribe

Purpose of the project

Review and signing of the consent form (provide a copy of a blank consent form for their records or recommend they take a photo of it)

Demographic form (if applicable)

Participant questions about the study

Consent form collection (if they did not agree to participate, ask them to leave)

Rules of engagement

* One person talks at a time
* Be respectful of each other
* What is said within this group stays within this group
* Online focus groups: Mute yourself when you aren’t talking
* Be mindful and present

Participant introductions (depending on the topic you may want them to make up a name, rather than share their actual name)

8-10 questions and potential follow up questions

Summary from the scribe

Last thoughts from the group

Share resource page (if applicable)

Thank you for your time

Pass out incentives (if applicable)

Scribe and moderator debrief