### Transcript and Final Report Templates

### Community Development Education

**Note: A-G is completed by the assistant moderator. H and I is completed by the Educator who will submit the report.**

1. **Location** of Focus Group:
2. **Date**:
3. **Extension Educators/Staff**:

|  |  |
| --- | --- |
| Moderator: |  |
| Assistant Moderator: |  |
| Notetaker (if not asst. mod.) |  |
| Other Educators Present: |  |

1. **Focus Group Participants**: (for civil rights purposes)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address | Occupation | Gender | Race/Ethnicity |
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1. **Question #2**: Please provide a synopsis of the “challenges” identified by the group.
2. **Question #3 and #4:** Please provide a synopsis of the “differences/opportunities” identified by the group.
3. **Question #6:** The top three priorities from the differences/opportunities were:
4. 1st Choice
5. 2nd Choice
6. 3rd Choice

**G. Debriefing comments** after the focus group session:

* What patterns or themes did you identify related to issues or needs of our clientele?
* What other key points were learned from this group?
* What was surprising or unexpected?
* What quotes were memorable?

1. **Interpretation and Conclusion**: Present your interpretations of the findings. What do the results mean for the initiative team? What now?
2. **Acknowledgements and thank yous**