

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.

A. Location of Focus Group: _____

B. Date: _____

C. Extension Educators/Staff:

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

D. Focus Group Participants: (for civil rights purposes)

Name	Address	Occupation	Gender	Race/Ethnicity

E. Question #2: Please provide a synopsis of the “challenges” identified by the group.

F. Question #3 and #4: Please provide a synopsis of the “differences/opportunities” identified by the group.

G. Question #6: The top three priorities from the differences/opportunities were:

1. 1st Choice
2. 2nd Choice
3. 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?

H. Interpretation and Conclusion: Present your interpretations of the findings. What do the results mean for the initiative team? What now?

I. Acknowledgements and thank yous