

Tool 7. Stakeholder Meeting Checklist

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Supplies

Laptop	<input type="checkbox"/>	Extra batteries	<input type="checkbox"/>
Tape recorder	<input type="checkbox"/>	Debriefing form	<input type="checkbox"/>
Tapes (90 min)	<input type="checkbox"/>	Watch or clock	<input type="checkbox"/>
Microphone	<input type="checkbox"/>	Speaker phone	<input type="checkbox"/>
Table tents	<input type="checkbox"/>	Conference line	<input type="checkbox"/>
Magic markers	<input type="checkbox"/>	White board and markers	<input type="checkbox"/>
Informed consents	<input type="checkbox"/>	Easel with tablet	<input type="checkbox"/>
Stakeholder guide	<input type="checkbox"/>	Refreshments	<input type="checkbox"/>
Extension cord	<input type="checkbox"/>		

Preparations

1. Prepare yourself.
 - Be mentally alert and free from distracting anxieties and pressures.
 - Be able to give full attention to the group.
 - Familiarize yourself with introduction and questions.
2. Arrive early to set up room.
 - Arrange chairs in a circle in the middle of the room.
 - Set up refreshments by a wall near the door.
 - Set up tape recorder and microphone and *test it*.
3. Greet people as they arrive.
 - Offer food.
 - Engage in small talk (not related to topic of focus group) to put people at ease.
 - Encourage participants to talk to each other.
 - Watch the interactions among participants.
4. Arrange seating (shy people across from moderator) or have people seat themselves.