

| Name | Focus groups |
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| Methodology | <p>Before the Event</p> <ul style="list-style-type: none"> • Write down the goals of the meeting, and prepare the material and questions related to the discussion (engagement, exploration or exit questions) • Recruit the participants • Book a room and set up an atmosphere of trust which favors discussion <p>During the Event:</p> <ul style="list-style-type: none"> • Explain the discussion case, the method and the solutions sought • Pose qualitative open-ended questions to participants • Facilitate the discussion • Analyse answers and record input for the elaboration of a report |