**STEPS IN CODING**

**STEP 1: OPEN CODING**

1. Background familiarity

2. Professional job history

3. Environmental changes

4. Reason for shifting

5. Vision and plans

6. Opportunities and challenges

**STEP 2: COUNT FREQUENCY (NUMBER OF TIME OPEN CODE IS REPEATED)**

|  |  |
| --- | --- |
| OPEN CODE | NUMBER OF TIMES OPEN CODE IS REPEATED |
| 1. Background | 2 |
| 1. Job related | 1 |
| 1. Environmental changes |  |
| 1. Reason for shifting |  |
| 1. Vision and plans |  |
| 1. Opportunities and challenges |  |
|  |  |

**STEP 3: MERGE SIMILAR CODES**

CODE 1

Background

Problem statement

CODE 2

Reason for shifting

CODE 3

Identity issues

Scheduling issues

**STEP 4: CREATE CATEGORIES**

CATEGORY 1:

CODE

1 HISTORY

2 CONNECTIONS

3 PROBLEMS

4 PROJECTED SOLUTIONS AND OPPORTUNITIES

**STEP 5: CREATE THEMES FROM CATEGORY**

|  |  |  |  |
| --- | --- | --- | --- |
| THEME 1:  BACKGROUND ISSUES | THEME 2: PARTICIPANTS INFORMATION | THEME 3:  Environment engagement | THEME 4:  INTO THE FUTURE |
| Identity of the history and how Downs got to be where it is today | Background of Down East apartments population, professionals and settlement activities | Highlight of the environmental issues related to the Downs lands | Discussion of the opportunities,  challenges and visions for dawns |