

User research checklist

Admin

- ☐ Post its
- ☐ Sharpies
- ☐ Directions (if required)
- ☐ Prototype or service bookmarks/URLs
- ☐ Passwords
- ☐ Phone number for recruiter
- ☐ Phone number for venue

Paperwork

- ☐ Attendee list
- ☐ Discussion guide
- ☐ Consent form
- ☐ Incentives

Equipment

- ☐ Camera/Go Pro
- ☐ Audio recorder
- ☐ 3G/4G dongle
- ☐ Laptop/tablet/phone
- ☐ Mouse/keyboard