**Template of Interview log**

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| --- | --- |
| **Date, Time, Location** |  |
| **Interviewees and general information (for warm up session)** | Interviewee: |
| **Interview Length** |  |
| **Objectives/Agenda** |  |
| **Questions and Responses** | Prompt #: |
| Prompt related: |
| Notes (As detailed as possible) |
| Prompt #: |
| Prompt related: |
| Notes (As detailed as possible) |
| (*For additional prompts)*  Prompt #: |
| Prompt related: |
| Notes (As detailed as possible) |
| **Summary of key findings** |  |
| **Analysis of Assumption, Bias and Communication** |  |
| **Questions for follow-up** |  |