

DISCUSSION GUIDE - TEMPLATE BY LOOPANEL

RESEARCH GOALS

Provide a brief summary of the research context.

- *Who are the key product stakeholders?*
- *What is the goal of the product or feature being researched?*
- *How will the research insights impact design and development decisions?*

INTRODUCTION

During the first few minutes of the conversation, build rapport with the participant and set expectations. Cover consent for recording, data usage, and confidentiality. Make sure they understand their rights as a research participant.

Introductions: Hello, my name is XXX and I work on the research team for XXX. How are you doing today? Thank you for taking time to speak with us. Today's session will be casual - we're interested in learning about your honest experiences with our product/service. There are no right or wrong answers, so please share your thoughts freely.

Context: Let me give you some background about our research. *(Example: We're working on improving our mobile app's checkout process and want to understand how people like yourself use it today.)*

Usage of insights: We'll use what we learn from these sessions to XYZ *(Example: make the checkout process faster and easier for our users.)*

Recording consent: If you're comfortable, we'd like to record this session to help with note-taking. The recording will only be used by our research team and won't be shared externally. Your name and personal information will remain confidential. Do I have your permission to record?

Questions: Do you have any questions before we begin?

Voluntary participation: Feel free to ask questions anytime. If you need a break or want to stop, just let me know. *[Add additional points as needed for your context]*

INFORMATION COLLECTION

Confirm key details about the participant:

For example:

*How often do you use our product/service? (Validates screening criteria and provides context)
[Add screening validation questions as needed]*

Lean In Discussion Guide

Zhe Xu



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