

LOGO\*

Delete if no study logo

**QA of Qualitative Data Analysis Log**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of discussion: | D | D | M | M | Y | Y | Y | Y |
| Discussion led by: |  | | | | | | | | |
| Names of team members present: |  | | | | | | | | |
| Minutes taken by: |  | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of group reflections on coding recommendations: | | | | | | | | | | |
|  | | | | | | | | | | |
| Action to be taken: | | | | | | | | | | |
|  | | | | | | | | | | |
| Delegated to: |  | | | | | | | | | |
| Resources needed (if any): | | | | | | | | | | |
|  | | | | | | | | | | |
| Date to be reviewed: | | D | D | M | M | Y | Y | Y | Y |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Qualitative researcher 1 |  |  | DD/MM/YYYY |
| Other researcher 1 |  |  | DD/MM/YYYY |
| Other researcher 2  *(if present)* |  |  | DD/MM/YYYY |
| Other researcher 3  *(if present)* |  |  | DD/MM/YYYY |