

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 |