Appendix 2

**Investigation of Research documentation: Name of Study / Individual(s)**

**Notes of Investigation Meeting with <Name of Individual>**

**Date & Time of Meeting**

**Location of Meeting**

In Attendance: (List all in attendance inc. Note Taker/s)

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| Initials of individual speaking  **Example**  CM  CM  JT  CM  JT  CM  JT | Text of Questions to be written and the responses:  .  **Example**  Thank you for attending this interview to discuss the recipe for tea.  Please would you give me an outline of how to make Tea?  Well, different people make Tea in very different ways, but the way I make it is by putting a tea bag in a mug, and adding some milk. I then boil the kettle and pour the boiled water from the kettle onto the Tea bag and milk. I stir for a minute or so then remove the teabag.  Thank you – do you have a preference of milk?  I prefer semi-skimmed  When would you add sugar?  I don’t have sugar with tea but usually after removing the tea bag.  **Meeting closed at 17:00** | Number of sentence/paragraph  Each new paragraph must have a corresponding number.  **Example**  **1:1**  **1:2**  **1:3**  **1:4**  **1:5**  **1:6**  **1:7** |

I certify that the notes above represent a true record of the interview.

Please also initial each page.

Signed…………………………………..

Print Name ……………………………..

Date ……………………………………..