

Topic Outline

- [[Topic]]
 - [[Q1]]
 - [[Q2]]
 - [[Q3]]
- [[Topic]]
 - [[Q1]]
 - [[Q2]]
 - [[Q3]]
- [[Topic]]
 - [[Q1]]
 - [[Q2]]
 - [[Q3]]

Introduction

Greet them, set expectations, make them comfortable.

Hi, _____. My name is _____. Welcome. Thank you for meeting with us today.

[[Our goal today is to _____. We will appreciate your honesty, so don't worry if you have anything negative to say. We can only get better if we know both the positives and the negatives.]]

- ☐ *Have them read and sign the recording consent form.*
 - ☐ *Ask them if they need any water.*
 - ☐ *Start the recording software. (QuickTime or YouTube Live)*

Do you have any questions so far?

Agenda

[[Date]]

[[Topic]]

- Question
- Task to See Performed

