

Qualitative Analysis Process

- **A team of people independently read over all the notes from each room. Notes include both the notes the note-taker creates and the post it notes.**
- **The team independently develop themes and definitions per topic based on the notes.**
 - **Themes are defined as a minimum of three comments about a related idea within a topic.**
- **The team meet to discuss their themes and definitions, create agreed upon theme names and definitions, do some sample coding by reading parts of notes and seeing if everyone agrees on how to code.**
- **During this meeting the theme structure is also developed in NVivo. The structure includes the agreed upon themes and definitions for each topic.**
- **One person codes all the notes. Coding means reviewing all the notes again and putting individual comments into the themes they deem appropriate.**
- **After the first coding is completed, the other person reviews each theme and comment to determine if they agree with the first coding. If there are discrepancies, the second coder identifies the discrepancies.**
- **The two coders meet for a discrepancy meeting. During this meeting the coders discuss the discrepancies in the coding, develop a plan for the discrepancies, and implement the plan.**
 - **An example discrepancy would be that the second coder does not agree with a comment in a particular theme. So during the discrepancy meeting they decide if the comment should be moved to a different theme or if the theme definition should be changed.**
- **Once the coders agree on the coding, a different person reviews the data.**
 - **If there are discrepancies with the review, an additional discrepancy meeting is conducted with the team.**
- **After all the discrepancies have been addressed, a theme table for each topic is created. The theme table includes the following information:**
 - **Theme Name**
 - **Theme Definition**
 - **Theme Frequency (both number of comments and percentage of total comments)**
 - **Theme Examples (This includes the exact comments from the notes. Comments are not edited)**

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