# Standard Operating Procedure: Reflective Meetings and Analysis

1. Reflective meetings are held twice a week. Dr Yared Amare will schedule them with you and your fellow research assistants. He will be present in person – or when not in the field – he will call in on your mobile phone.
2. In absence of Dr Yared Amare, reflective meetings will be held by you and your fellow research assistants. You decide before the start of the meeting who is taking minutes. Minutes will be shared with Dr Yared Amare directly after the meeting.
3. In the reflective meetings, the following points will be discussed:
   * How did the interview go? Were there any problems? How could these be solved or avoided in the future?
   * How effective did you find the different techniques in yielding interesting data? How would you assess how informants responded to them? Were there any questions that were not very effective? Why?
   * How did you ensure high quality of the interviews and FGDs? How did you make sure you got an in-depth understanding of the participant’s views and understandings?
   * Were there any problems with misinterpretation of questions, wording issues or wrong translations? What would be your suggested changes?
   * What were the most important findings? Were there any unexpected or new findings?
   * Are there areas where no new information has been found? (data saturation has been reached)
   * Were there any questions that do not trigger any in-depth answers or discussion? Do they need more probing? What probing techniques are used?
4. The participant matrix will be discussed and any missing groups/characteristics will be listed for participant selection for the next interviews and group discussions
5. If based on the discussion field guides will be changed, Dr Amare will explain the changes and give you a copy of the adapted guides.
6. Dr Yared Amare will give general feedback on the data collection and the verbatim transcripts. Individual feedback will be given outside the reflective meetings.