**Debriefing / Synthesis Template**

**[User Validation / Testing] For [Product / Service] Synthesis**

**Step 1:** Fill the Debrief section out together immediately after each research session (or use sticky notes if you are in the same location)

**Step 2:** After all test sessions, discuss and fill out the Quick Synthesis (page 2).

These documents help capturing the highlights of each session to create a short outcome report to keep stakeholders in the loop.

**Debrief**

**Participant:** Name #1

**Researchers:** Name #1 and Name #2

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| **Keep doing this** | **There are some questions** | **Fix this** |
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**Participant:** Name #2

**Researchers:** Name #1 and Name #2

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| **Keep doing this** | **There are some questions** | **Fix this** |
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**Quick Synthesis**

*Top 5 insights*

* …

*Low hanging fruit, short-term changes*

* …

Impactful opportunities

* …

Top 5 next steps

* …