

UX Research Note-Taking Template

A structured note-taking guide for UX researchers. Use this template to capture consistent observations, quotes, and flags across every session.

TIP

You can either run this template session-by-session and bring recordings within Looppanel OR paste this as a discussion guide within your study on Looppanel directly, which will be automatically used to auto-transcribe, tag themes with AI, and find patterns across participants.

This PDF is editable. Click any shaded field to type into it — the highlighted placeholders are yours to rewrite. Prefer pen and paper? Print it and write on the lines.

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SECTION 1 — SESSION DETAILS

Fill this in before the session starts.

Study Name

e.g. Onboarding Research Q3

Participant Name / ID

e.g. P1, P2 (keep anonymous)

Date

Interviewer

Session Length

e.g. 45 min

Recording?

Yes

No

Consent Obtained?

Yes

No

Note-Taker

SECTION 2 — WARM-UP OBSERVATIONS

2 to 3 minutes. Note body language, hesitations, and anything that sets context before core questions.

Initial impression of participant:

e.g. relaxed, hesitant, highly engaged

Context notes (environment, setup, visible tools):

SECTION 3 — CORE SESSION NOTES

Capture observations question by question. Use shorthand. Flag timestamps.

Q1

Warm-up: Role and context

NOTES

Q2

[Your research question]

FOLLOW-UP PROBES:

- Probe: Can you tell me more about that?
- Probe: What happened next?
- Probe: How often does that happen?

NOTES

Q3

[Your research question]

FOLLOW-UP PROBES:

- Probe: What triggered that?
- Probe: What were you trying to accomplish?

NOTES

Q4

[Your research question]

FOLLOW-UP PROBES:

- Probe: What did that cost you — time, effort, confidence?
- Probe: How do you currently handle it?

NOTES

Q5

[Your research question]

FOLLOW-UP PROBES:

- Probe: What was different about that situation?
- Probe: Could you replicate it?

NOTES

Add your own note fields here. Align to your discussion guide sections. Keep questions open-ended — start with **"walk me through"**, **"tell me about"**, or **"how do you"**.

SECTION 4 — DIRECT QUOTES

Capture exact words. These become your evidence in synthesis and reports.

Quote 1:

Quote 2:

Quote 3:

SECTION 5 — POST-SESSION NOTES

Fill this in within 10 minutes of the session ending, while it's still fresh if you're not using Looppanel or else within Looppanel post the video is analysed, all this will be pulled out within minutes!

Top 3 observations

What stood out most?

Best quote

Exact words if possible

Surprises

What didn't you expect?

Follow-up needed?

Any gaps to probe in the next session?

Overall sentiment

Frustrated

Neutral

Positive

Timestamp flags

e.g. 4:20, 12:05, 31:44 — moments to revisit



 Looppanel

You took the notes. Now skip the grunt work.

Bring the recording into Looppanel to auto-transcribe it, tag themes with AI, and find patterns across participants — in minutes, not weekends.

[Try Looppanel free](#)