

# User Research Notes Template

A structured session notes guide for UX researchers. Use this template to capture consistent, synthesis-ready observations 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.

## WHAT'S INSIDE

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## SECTION 1 — SESSION DETAILS

Fill this in before the session starts.

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**Study Name**

**Participant Name / ID**

e.g. P1, P2 (keep anonymous)

**Segment**

e.g. Power user, New user, Churned

**Date**

**Interviewer**

**Note-Taker**

**Session Length**

e.g. 45 min

**Recording?**

Yes

No

**Consent Obtained?**

Yes

No

## SECTION 2 — PRE-SESSION CONTEXT

What do you know about this participant going in?

Participant background (from screener or CRM):

Hypotheses or assumptions to test in this session:

## SECTION 3 — 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?

NOTES

Q3

### [Your research question]

FOLLOW-UP PROBES:

- Probe: How often does that happen?
- Probe: How do you currently handle it?

NOTES

Q4

[Your research question]

## FOLLOW-UP PROBES:

- Probe: What did that cost you?
- Probe: What were you trying to accomplish?

## NOTES

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Q5

[Your research question]

## FOLLOW-UP PROBES:

- Probe: What was different about that situation?

## NOTES

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

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## SECTION 4 — DIRECT QUOTES

Exact words only. These become your evidence.

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!

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### 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

# The notes are down. 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](#)