

Site Visit Checklist

Audio and Video Recording	Status
Equipment for video recording (Camera & Tripod)	
Extension Cord	
Still Camera	
Screen Recording Software	

Note and Data Gathering	Status
Fully Charged laptop	
Laptop Charger	
Notepad for Taking notes	
Screen Recording Software	

Paper and other Material for working with users	Status
Sufficient Evaluation Templates	
Copy for Correspondence that went to the Users	