Example PPI Group meeting notes

i) *User Experience*

  o *Some minor typos/errors highlighted*

  o *Everyone liked the font, style, colors of the baseline- described as calming*

  o *Some suggestions about how to measure e-cigarette use, such as how often is tank refilled*

  o *Transition to StopApp from baseline- need to add text about not going back as it returns to engage homepage and StopApp becomes inaccessible*

  o *Agreed that the time it took to complete baseline was at the upper limit of tolerable- should not be any longer*

ii) *Vouchers*

  o *Agreed that £5 was an acceptable amount*

  o *Suggested postal vouchers would eliminate fraudulent use*

  o *Agreed that providing home address would be acceptable*

  o *Suggested making it clear at baseline that they would receive another £5 for follow-up*

iii) *Recruitment Sites*

  o *Smoking areas, pub gardens*

  o *School gates*

  o *Public or community noticeboards*

  o *Grocery store noticeboards*

  o *Local radio*

  o *Mail shots*

  o *YouTube video ads*

  o *Health insurance companies (sending recruitment material to their customers)*

iv) *Follow-up*

  o *Thought phone calls would increase follow-up rate and would not be too intrusive*

v) *Process Interviews*

- o *Thought process interview items were acceptable and couldn't think of any additional items*

vi) *Future PPI Activities*
  - o *Agreed they were open to making the follow-up phone calls*
  - o *Agreed they were open to conducting process interviews and thought it might be beneficial to the study for participants to talk to someone neutral who was either a current or former smoker and would understand what the process of quitting was like*

vii) *Payment Issues*
  - o *Briefly discussed the current payment issues and how this may have effected group numbers*