

### **Face to face meeting 1**

- Background information and discussion to familiarise expert panel members with project and features.
- Panel members asked to rate a subset of the features in order to demonstrate the rating process and to clarify any uncertainties.
- Distribution of ratings form for round 1.



### **Round 1 rating**

- Panel members rated all features across 4 domains and provided comments; returned results to the researchers by post.
- Results from round 1 aggregated and sent to panel members by email: documents included median scores, interquartile range (IQR), de-identified individual scores and comments from all panel members.



### **Round 2 rating**

- Panel members given opportunity to re-rate features and provide comments based on round 1 feedback; returned results to the researchers by post.
- Results from round 2 aggregated and sent to panel members by email (as for round 1).



### **Round 3 rating (including face to face meeting 2)**

- Panel members given opportunity to re-rate features based on round 2 feedback, and asked to bring their final ratings to the second face to face meeting.
- At the meeting, panel members discussed median scores from round 2 and any changes to individual ratings, focussing on those items where disagreement between panel members remained.
- Consensus reached on median scores for all features.