Deliverable 1.1 – Pod Guidelines

1. Ground rules
   - Listen actively -- respect others when they are talking.
   - Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
   - Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
   - Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
   - Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
   - The goal is not to always agree -- it is to gain a deeper understanding.
   - Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   - Assume everyone’s good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
   - Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.

2. Making decisions as a group
   - Consensus: [https://www.seedsforchange.org.uk/shortconsensus](https://www.seedsforchange.org.uk/shortconsensus)

3. Pod member roles and responsibilities
   - Assigned readings and recorded interviews: all group members
   - Schedule meetings: EKJ (done – every other Friday, unless a conflict arises)
   - Take attendance: Session Leader
   - Take notes as needed: Session Leader
   - Upload deliverables to the URGE website: EKJ
   - Schedule meetings with leadership: EKJ
   - Read supplemental articles: Session Leader (as needed)
   - Draft deliverables: Session Leader
4. Session leadership

- Each CREEM pod member will lead at least one session (see table below).
- The session leader will be responsible for:
  
  i. Relevant assigned reading and supplemental articles (as needed). This may include circulating an alternative reading if the focus of the URGE reading is not applicable to the CREEM pod (e.g., finding an article relevant to maths/stats/ecology rather than geology, if necessary).
  
  ii. Deciding the scope of the CREEM pod discussion and deliverables for that session.
  
  iii. Leading the session and discussion, including taking attendance and notes as needed.
  
  iv. Drafting deliverables associated with the session and circulating to pod members for comments and edits.

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