Session 1 Deliverable 1: Pod Guidelines

1. Ground rules

1. Listen actively -- respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. 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.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. The goal is not to always agree -- it is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. 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.
10. Use "first draft/second draft" when speaking – acknowledging that you're taking a first stab at saying an idea and are welcome to revision or corrections.
11. Before you question intentions, make sure you understand what was meant.
12. Leave space for others to speak.
13. We will reassess these rules every few discussion sections (once we see the dynamics of our group discussion).
14. Ask if others have something to add before taking discussion in another direction.

2. Making decisions as a group
We will make decisions by consensus.

3. Pod member roles and responsibilities
We will rotate session leadership, with two people leading each session, one from ETH and one from GFZ. The leaders will be in charge of writing draft deliverables, hosting our bi-weekly meeting, presenting the deliverables, leading the discussion about the deliverables/paper/interview, taking meeting notes, and incorporating the group's comments into the deliverables after the meeting. We will designate one person from each institution who will be in contact with institution leadership.