Ground Rules Document for UC-Riverside Graduate Student Pod #1
Draft v.1. 01/29/2021

Group Ground Rules:
- Deliverables documents will be made in google docs and available for anyone to edit prior to document upload
- Everyone is expected to look over documents ahead of every meeting (i.e. read the week's required papers, watch the interview, read/watch the inclusivity tips, and look at the deliverable's document) so that we can enter the meeting with the same base knowledge
- Discussion Leader Responsibilities:
  - Sends out reminder via Slack at the beginning of a session to complete readings and watch interviews/inclusivity tip videos prior to group meetings
  - Guides the conversation since they will be the most familiar with the week's deliverables
  - Moderates the discussion
  - Come up with an opening statement to give participants an overview of what we will discuss during the meeting
- Discussion Co-Leader Responsibilities (if co-leader present):
  - Shared with the discussion leader
- Discussion Note Taker
  - Someone who is not the discussion leader (can be the co-leader)
  - Takes notes during the discussion so that anyone who is unable to attend a meeting can know what they missed
  - Because notes will be shared with faculty DEI committees, any personal experiences or stories brought up will be summarized with no personal identifiable/names included, such as the hypothetical example: "member shared story about implicit racism."
  - Will make notes available in shared Pod Google Drive
  - Will post the notes to the Slack Channel after the meeting is over
  - Take attendance during regular meetings in this [sheet](#).
- All Participants
  - Always assume good intentions when others speak.
  - Please do not share the stories of others without their explicit consent.
  - Be respectful in your speech. Encourage others to voice their opinion.
  - Chat hand raising: * = want to talk   + = agree with talker's point