

## **Guidelines for the Center for Atmosphere Ocean Science at NYU (CAOS-NYU) URGE Pod**

### **I. Ground Rules**

We have unanimously agreed to adopt the common ground rules for our pod. As a mixture of graduate students, postdoctoral scientists, and tenured faculty, we appreciate that each of us is at a different stage in our career (and life) and brings a different perspective to the discussion.

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.

### **II. Making Decisions as a Group**

We have agreed to make decisions by consensus. We appreciate that may at times require more time for discussion and deliberation, but feel that it is important that we stay cohesive as a group and respect the concerns and thoughts of every member of the Pod.

### **III. Pod Member Roles and Responsibilities**

The pod leader agrees to be responsible for communication with URGE leadership, and to keep the pod on target to the best of his ability.

Each session will be led by at least two members, one to chair the session on Zoom, and a second to take attendance and notes. Additional co-leaders will help with the deliverables. Sessions have been organized on our shared google drive spreadsheet and our group slack channel. Sessions will be scheduled, organized, and followed up with as follows.

1. We will schedule meetings using Doodle and our dedicated Slack channel. We have adopted 9:30-11 am on Tuesdays as a default time, but will adjust as needed to accommodate changing schedules.

2. Attendance will be taken by the session leader in charge of notes.
3. Notes will be taken as needed, especially in discussions of deliverables.
4. The Pod leader will upload deliverables to the URGE website, in coordination with the week's session leaders.
5. We work together to schedule meetings with organization/institution leadership
6. Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)
7. Draft deliverables will be shared with pod for review/edits/discussion on Slack, on our shared Google Drive, and at the pod meetings

Agreed to by the pod on 2/16

Edwin Gerber  
Laure Zanna  
Andy Davis  
Dimitris Giannakis  
Marguerite Brown  
Aurora Basinski  
Shafer Smith  
David Freeman  
Oliver Buhler