

## Environmental Science and Technology pod agreement

### Examples of widely used ground rules

1. Listen actively-respect others when they are talking
2. Speak from your own experience instead of generalizing
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
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.

### Make decisions as a group:

-Majority vote?

### Pod member roles and responsibilities:

1. Schedule meetings: Nathan Sedghi
2. Take attendance: Sarah Rothman
3. Take notes as needed, especially in discussions of deliverables: Dev Gordin/Diane Leason/Sarah Rothman
4. Upload deliverables to the URGE website: Nathan Sedghi
5. Schedule meetings with the organization/institution leadership: Stephanie Lansing, head of departmental diversity committee will schedule meetings; potential meetings with terpstrong initiative
6. Read supplemental articles/materials for deliverables as needed: Rotating basis for each pod section
7. Draft deliverables and share with pod for review/edits/discussion at pod meetings: Rotate, discuss in last 10 minutes of pod discussion; open for edits via email until Friday at 3PM