

1/28/21 Deliverable

Ground rules

1. We will all make a conscious effort to ensure each member has an opportunity to speak
 - We can use chat or physically or virtually raise our hand to show facilitator we have something to say (and facilitator should be on the lookout for this)
 - We will periodically stop to go around the “room” to give everyone a chance to say something. This will also be done at the end of each meeting, and time will be allotted to it.
2. We will actively listen to each member (rather than just waiting for our turn to say what we want to say). This means we will work hard to consider what each member is saying, and also try to let it feed into what we would like to say.
3. We will prepare for each meeting as much as possible, but if we're unable to do so, we can still join the meeting but should acknowledge that we are less prepared than we wish we were.
4. We will do our best to participate as much as we comfortably (or somewhat uncomfortably) can.
5. We will speak from our own experiences or own opinions, rather than a collective 'we.' Each individual will try to use “I” statements instead of generalizing.
6. We will feel free to disagree, but will do so respectfully. We will support our disagreements with details, including our own experiences.
7. We will contribute to a safe and welcoming atmosphere where no one should hesitate to disagree.
8. If a disagreement gets somewhat heated, each of us should feel enabled to step in to remind members of our goal to create a safe space and to be welcoming. The facilitator should keep an especially watchful eye for such scenarios and should step in. We will remember that everyone is here with the best of intentions, but that impact matters more than intent.
9. We will keep our discussions, including details shared by each member, confidential.

Making decisions: When decisions are required, we will rely on **group consensus—each member has to approve.**

Pod member roles:

- Each week's meeting will have a facilitator and a rapporteur. These roles will rotate each week and we will sign up for the week we want to lead/take notes.
- Much of each week's discussion will be geared toward contributing to the deliverable, so as to not get derailed and then leave most of the deliverable work to after the meeting.

- The facilitator will remind everyone what the deliverable is at the beginning of each meeting
- We will revisit the specific deliverable needs in the last 15-20 min of each meeting to see if we need to add anything or change the conversation
- The facilitator for the week will be responsible for the first draft of the deliverable(s), with the important help of the notes that have been taken by the rapporteur, and will send this around by the end of the week. Members will quickly have a look and make any changes so we can submit as soon as possible thereafter.
- Facilitator will upload the deliverable to URGE site and let pod members know when they have.
- Pod "leader" will do the scheduling of meetings and organize the Zoom calls, giving others the ability to join without the leader.
- The rapporteur will take attendance and put it in the notes.
- Pod "leader" will schedule necessary meetings with institution or department leadership.
- Facilitator will read supplemental articles as needed for the week's deliverables.