

MUN Pod Deliverable #1

MUN Pod Rules of Engagement:

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. For key points or important topics, everyone will be given an uninterrupted, but limited time to speak. See duties below.

MUN Pod Division of Decision Making:

We will endeavor to work via consensus. When this appears to be impossible, we will use a majority vote.

MUN Pod Division of Duties:

1. Schedule meetings (use when2meet, doodle, etc to make this easier!)

Kim is going to look for a universal slot(s). Everyone else will fill in the poll(s) promptly. This is now complete.

We will re-assess at our next meeting(s) the need for something like a slack channel to enable asynchronous discussions.

2. Upload deliverables to the URGE website

This will be the responsibility of the "leader" designated for the period of each deliverable. This will be drafted taking the input from everyone and reviewed by co-leader.

3. Schedule meetings with organization/institution leadership (Week X)

Michelle will identify contacts etc, Sue, Colin & Alison as the tenured faculty members of the group will take care of communication with the upper administration.

4. Take attendance (important for accountability)
5. Take notes as needed, especially in discussions of deliverables

These will be confirmed at the beginning of each meeting and everyone is expected to do it a few times. Everyone will go once before we go a second time. We will maintain a google doc that has notes as well as additional documents for each deliverable. The note-taker is responsible for uploading the notes into the google doc. Dennis has made a spreadsheet for people to sign up for note/attendance taker for each session.

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 and share with pod for review/edits/discussion at the pod meetings

Dennis will make a sign-up sheet and everyone comfortable with leadership roles will sign up. Alison and Sue will take any unclaimed sessions (as well as any they are keen to lead).