

- **Discussion ground rules**

- Start with example document and build
 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.
- Use emojis to react
- Signal discomfort: "Can we redirect this discussion"
- More talkative group members: give time for others to weigh in
- All members can suggest and comment in google doc

- **Decision making method**

- Consensus
 - <https://www.seedsforchange.org.uk/shortconsensus>

- **Plan for division of work**

- Session leader responsibilities
 - Create deliverable document
 - Finalize deliverable before due date
 - Session leaders let pod leader know that document is ready
- Add a second session leader:
 - Take attendance
 - Take notes
- Help facilitating
 - <http://www.liberatingstructures.com/>
 - <https://www.mural.co/> (as an educator, you can request a free account; but we only need one person with an account to use Mural - they are able to invite guests)
- Session leaders may divide the virtual meeting into breakout rooms