Pod Guidelines
UCR URGE Pod 2
1/29/21

Ground rules:

1. Confidentiality: We want people to express themselves freely so pod meetings will not be recorded. Use zoom chat box if you would like to add something but do not feel comfortable saying out loud. We recognize that people work and live in shared spaces while participating in these meetings. Notes and finished deliverables shared in the google drive can be shared and will not contain names.
2. Avoid generalizing and use "I" statements. Our pod is a mixture of two graduate departments and we all differ in personal and professional experiences.
3. Never attack a person for what they say. Discuss opinions/ideas not persons. We will all make mistakes. It is part of learning and making progress. Can private message pod facilitators Caroline and Michael if something was said that you would like more discussion of.
4. Stay on topic and try your best to keep points relevant to discussion/reading materials and session deliverables.
5. Be honest about coming to discussion prepared. Participate to the best of your ability.
6. To make sure that everyone who wants to say something gets the chance to, type "*" in the zoom chat to queue yourself to speak next. Express that you agree with something by typing "+".

Decision making:

All decisions will be made as a group consensus during the zoom meetings. We will try our best to have the majority of a deliverable completed as a group to avoid major ideas/decisions made when not everyone is present. Scheduling is determined by when2meet poll sent out by Michael.

Roles and responsibilities:

1. Michael will be responsible for submitting finished deliverables to URGE website.
2. Michael will send a when2meet poll if there is a need to change the schedule of meetings.
3. Note taker will change each meeting to prevent the same person from doing this role and not participating in discussion. The session not takers role is to type notes/ideas/deliverable in google doc. Note taker will also take attendance.
4. Deliverable finisher/formatter. Each session we will ask someone to finish the deliverable (i.e. format it and convert notes to full sentences/ideas) before it is submitted to URGE website. We will try our best to finish the deliverable as group but this might not always be the case.
5. Gathering department level diversity data and schedule meetings with department leadership (to be assigned).