Ground rules for our pod:

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. We all come to this group on equal footing, regardless of external academic hierarchy

Meetings:
- Plan for 1.5 hours. Will try to find a Friday afternoon time that works for most people.
- Leaving early is ok, coming late is not ideal.
- We'll take notes on deliverables and general topics, but not specific conversations
- Meet Friday afternoons, finish deliverables a week later, take the following week to prepare for the next session.

Decision making:
- People who are at the meetings get to vote on issues decided at each meeting. For larger items that warrant the input of the whole group we can set up a poll. Our goal is consensus, but if we can't reach consensus then the majority will decide.

Pod member roles and responsibilities:

At the end of each meeting we will decide who fulfill necessary roles. At the very least: who will accomplish deliverables, who will lead the next meeting, and who will take notes at the next meeting.

All roles:
1. Meeting leader (rotating)
2. Take attendance
3. Take notes as needed

4. Upload deliverables
5. Read supplemental articles / materials for deliverables as needed
6. Draft deliverables and share with pod for review/edits/discussions

University of Hawai'i at Mānoa URGE Oceanography Pod members:
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