URGE

NH | Leitzel Center

UNH Leitzel Center URGE Pod Ground Rules

1. We all recognize we are here with the best intentions.
2. Confidentiality is valued - Discussions on URGE zooms within the URGE pod/podlette stays within the group.
3. To reduce miscommunications on what are anticipated to be sensitive topics, commit as feasible to engage with video.
4. Designate each meeting with a few specific roles - Note taker (N), Second Note taker (N2), Facilitator, Timekeeper.
5. Not every discussion point needs to be taken down (with attribution) as notes. When notes need to be taken in support of further clarification or for deliverables-
   a. Rotating lead notes when we need to take notes (when there is a focus on deliverables), with a second appointed in command to work on the notes when the first is talking and all will supplement with their own notes.
   b. Name attachment disabled unless an action item
   c. Topics noted for discussion - keeping folks abreast if they have to miss it or reminders for next time
6. Share speaking floor so all voices are heard, and we talked about several strategies to ensure this happens: Look out for voices that are not heard.
   a. Use a round robin approach to ensure everyone has a chance to comment/evaluate large pieces/notes. It is also OK during this time to request more time to chew and provide comments later.
   b. Use the two-week meeting schedule to give ourselves time to share feedback with each other on the topics.
   c. Move towards starting and ending each meeting with a round robin for comments on past meetings and outlook for current/next one.

UNH Leitzel Center URGE Pod Governance

● Decision Making: We will strive for consensus as is feasible for making decisions. Publicly facing items require consensus. Some items where there is not universal consensus may have the additional language to express variations in opinions.

- Pod Coordinators will meet to set next week's agenda on Thursdays, with old business, new business, with time frame for comments and work.
- If Pod members cannot attend a meeting, the google document will be available for review. If the time frame still precludes review, the outward-facing documents will be written to note that not every pod member was able to participate in the discussion.