1. **Ground rules:**

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.

Our personal goals (aside from the ground rules):

1. Give full effort to produce deliverables.
2. We will devote time in our typical work week schedule to reading the URGE resources provided and reflect on discussion topics based of these resources to share with our Pod.
3. We will work to initiate conversations with our advisors about our experiences through this program.

2. **Making decisions as a group:** Our Pod will meet every other Tuesday from 12-1:30 PM (beginning January 26th). During these pod meetings, we will discuss deliverables and make decisions about deliverables. Other than that, our Pod will primarily communicate via email.

3. **Pod member roles and responsibilities:**

   a. **Schedule meetings**: Cameron Batchelor
   b. **Take attendance**: Cameron Batchelor
   c. **Take notes**: Nate Stevens
   d. **Upload deliverables**: Cameron Batchelor
   e. **Schedule meetings with organization/institution**: Cameron Batchelor
   f. **Read supplemental articles/materials for deliverables as needed**: Cameron Batchelor
   g. **Draft deliverables and share with Pod for review/edits/discussion at pod meetings**: Cameron Batchelor