

Pod Guidelines

Ground Rules

- Treat this pod as a safe space – foster an environment in which each member is treated with respect.
- Acknowledge that we are all coming in with various levels of expertise and experiences.
- Recognize that mistakes may be made – but be conscious of how your actions impact others.
- There are no stupid questions – this is an environment for all of us to learn and grow.
- Forget titles – we are all here to collaborate on the same level no matter if we are students, staff, or faculty.
- Listen actively - respect others when they are talking and be open and accepting to their ideas.
- Assume that everyone in the group is coming from a place of good intentions.
- Do not be afraid to respectfully challenge each other but refrain from personal attacks.
- Maintain confidentiality – do not share stories and information from our meetings unless explicit permission is given.
- Put forward work to the best of your abilities.

Decision Making

We will aim to come to a group consensus when making decisions. All decisions will be made during our set meeting time, rather than by discussion over email or Teams. In the event that we are unable to come to an agreement by the end of our regularly scheduled meeting, we will meet again the following week, in the same time slot.

Pod member roles and responsibilities

Duties will be divided among the pod members on an alternating basis to spread out the workload. Each unit will be led by two members, their job will be to develop the deliverables, lead the session, and draft up the final deliverables to be shared with the pod and sent to URGE. A notetaker will be appointed for each meeting session, their job will be to take notes during the discussion of deliverables and take attendance. The pod leader will be responsible for receiving/dispersing and submitting all the files to URGE.