Women in Coastal Geoscience & Engineering
Unlearning Racism in Geoscience (URGE) discussion pod Guidelines

Ground Rules
1. Listen actively.
2. Step up, step up. If you're listening a lot, step up your speaking. If you're speaking a lot, step up your listening.
3. Maintain confidentiality. 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.
4. Assume everyone's good intention.
5. Ouch, oops. If something said in this space is hurtful for you, say "ouch" and the person who said the hurtful thing says "oops." This will be an opportunity to learn.
6. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
7. 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.
8. Observe and state as observables rather than attaching a judgement. (ie. I observed that X was interrupted.)
9. The goal is not to always agree -- it is to gain a deeper understanding. We are all here to learn.
10. Come prepared for discussion, having done the readings, watched the interview, and any other assigned preparation.
11. Participate to the fullest of our ability. Community growth depends on the inclusion of every individual voice. And especially in our online platform, we will check in with ourselves during meetings to make sure we're staying engaged and being respectful with our body language and not interrupting.
12. *Maintain awareness of responsibilities and contributions. Everyone will keep up to date with Slack and group communications.

Making decisions as a group
Decisions will be made by group consensus. When appropriate, we will utilize Slack polls. For deliverables, we will have drafts open in google drive for a comment period. All changes will be accepted at the end of the comment period.
Communication will mainly be through the WICGE Slack on the #urge channel. The pod leader will send out an agenda and readings at the beginning of each session on Slack.

Pod member roles and responsibilities
1. Pod leader will submit files to URGE, schedule meetings.

2. Each session, 2-3 pod members will co-lead the discussion, take notes, and draft the deliverables. Pod members will sign up for these roles on the same spreadsheet as attendance by Feb. 3rd, 2021. The note taker will also take attendance. Try to have 1 leader available to attend both discussions.
3. Draft deliverables will be shared with the group by Monday of the second week in a session. The open comment period, in which pod members may edit the deliverables in "track changes" mode, will end on Thursday. On Friday, the pod leader will accept all changes and submit the final deliverable to URGE.
4. Communication between the two groups of the pod will take place on Slack, through a summary of minutes and plans for deliverables.