UW AOS-SSEC Podlet 1 Deliverables

What are our ground rules?
1. Inclusivity. Our environment will welcome discussion among all our members. To encourage participation from all members, we will have plenary discussions of the articles read plus a breakout room discussion for smaller groups.
2. Be mindful of people’s emotions and opinions during discussion.
3. Everyone will have a chance to provide input for deliverables.
4. An outlet for anonymous feedback will be provided for those who are not comfortable voicing their opinions/stories publicly (https://padlet.com/ backchannel was suggested)

Structure and organization of Pod meeting
1. Future pod meetings will be streamlined, the meeting hour will be broken down as follows
   1. 20 minute paper discussion plenary by all members
   2. 10 minute breakout room discussion of potential deliverables
   3. 20 minute report from breakout room discussion
   4. 10 minutes to synthesize and draft deliverables
2. Assign tasks for the group
   a. Facilitator / submit deliverables (Ángel)
   b. Moderator (rotate)
   c. Note takers (different volunteers for each meeting)

How we make decisions
1. Open and breakout discussions will lead to development of potential deliverables
2. Draft of deliverables will be written in google doc. Everyone can write and provide input.
3. Consensus from the full podlet is recommended for the deliverables. Disagreements will be acknowledged.
4. Final Recommendations will be made in a meeting of the Megapod. The three podlets will meet at a later date to discuss their deliverables and draft final recommendations.
UW AOS-SSEC Podlet 2 Deliverables

URGE Session 1 UW AOS Podlet 2 Deliverable - Pod Guidelines

What are our ground rules?
1. Listen actively -- respect others when they are talking. Approach topics with open minds
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. Pod participants are all of equal stature (value of ignorance)
11. Pod participants will raise hands to avoid talking over each other.

How we make decisions?
For Podlet specific decisions majority rule is sufficient. For recommendations and action items to URGE and UW AOS Megapod consensus is preferred but if not reached then dissenting opinions will be acknowledged.

Roles/responsibilities
Brad Pierce: Pod facilitator: schedule meetings; uploading deliverables
1. Schedule meetings (use when2meet, doodle, etc to make this easier!) - Brad
2. Take attendance (important for accountability) - Stephanie (with note taking)
3. Take notes as needed, especially in discussions of deliverables - Stephanie
4. Upload deliverables to the URGE website - Brad
5. Schedule meetings with organization/institution leadership (Week X) - Brad
6. Meeting discussion will be facilitated on a rotating basis.
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings
8. Meeting Hand Watcher (calling on those with raised hands, watching chat) – Meeting Discussion Facilitator
UW AOS-SSEC Podlet 3 Deliverables

Deliverable: Group Norms

What are our ground rules
Podlet 3 agreed to adopt the ground rules suggested by the URGE organizers, and added two new ground rules and to rule 9.

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 podlet’s notes will not have any specific names and will remain internal to our podlet. Only the deliverable portion of the podlet’s notes will be shared outside the podlet.
10. Podlet agrees by vote anonymously on materials for our deliverables.
11. While having discussions in the podlets, any participants with institutional leadership roles are taking off director/institutional hats and representing only themselves, not their organizations. During URGE discussions, no one is speaking for any institution. Depending on the circumstances, institutional leaders may abstain for votes if there is a conflict of interest.

How we make decisions
For any podlet deliverables, we will agree by anonymous vote, possibly including ranked choices. For final deliverables and decisions, we will coordinate with the other podlets, likely at the end of the program.

Roles/responsibilities
Each week we will have a rotating notetaker.
1. Schedule meetings: Ángel did this already
2. Take attendance: Rotating notetaker
3. Take notes as needed, especially in discussions of deliverables: Rotating Notetaker
4. Upload deliverables to the URGE website: Ángel
5. Schedule meetings with organization/institution leadership (Week X): Liz if for podlet, Ángel, Liz, and Brad if for whole Pod
6. Read supplemental articles / materials for deliverables as needed: Everyone
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings: Everyone