1. Ground Rules
   - Listen actively -- respect others when they are talking.
   - Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
   - 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.
   - Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
   - Instead of invalidating somebody else’s story with your own spin on their experience, share your own story and experience.
   - The goal is not to always agree -- it is to gain a deeper understanding.
   - Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   - Assume everyone’s good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
   - 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.
   - Come to meetings prepared. Stay up to date with weekly reading and activities.
   - Be aware of different experience levels in the group
   - Realize that we may need to revisit these guidelines

2. How will we make decisions?

   We plan to make decisions using consensus, recognizing that we may need to leave some topics unresolved with notes from our discussion that will help us return to contention topics later.

3. Pod Member Roles and Responsibilities
   a. Pod Leader, Claire Todd
      i. Coordinate scheduling and setting up Zoom meetings
      ii. Notify participants of assignments
      iii. Liaison with Jen Smith, Dean of Inclusive Excellence
      iv. Upload deliverables to URGE’s website
      v. Share participant tasks listed below as needed.

   b. Pod Participants: Peter Davis, Alex Lechler, Rose McKenney, Mike Turzewski
      i. Complete weekly activities
      ii. Participate in meetings and decision-making
      iii. Rotate authorship of deliverables
      iv. Rotate note-taking responsibilities
      v. Rotate discussion-leading responsibilities
      vi. Help to edit and review deliverables before they are uploaded

4. Meeting times: February 1st, February 8th, February 24th, March 10th, March 24th, April 7th, April 21st, and May 5th from 4:15 - 5:15 PM PST.