



Model Agenda
Virtual Working Group Meeting
Carbonate Critical Zone Research Coordination Network
(Agenda and Facilitation design by [Sharon Ryan](#))



Meeting Facilitators: Sharon Ryan (Luneer LLC) and Paloma Carton de Grammont (UF Water Institute)

Rational Aim: Generate research ideas / science questions for advancing research around carbonate critical zone characteristics and processes that includes justifications and demonstrations of knowledge gaps; and, generate ideas for promoting DEI in Geosciences community. These ideas will foster development of white papers, peer reviewed publications, and ideas for proposals from a diverse community interested in carbonate critical zones.

Experiential Aim: Everyone feels empowered to contribute their ideas and opinions, and make decisions about which research questions and ideas to explore.

Desired Products of Working Group Meeting:

1. A prioritized list of research questions / ideas with justifications. Ideas captured in a written document (~ 1 page), bulleted list, and/or figures).
2. A list of actions / resources / ideas for diversity, equity, and inclusion in RCN / Geosciences Community.
3. Defined outline and content for a 10-minute presentation during the second RCN plenary on September 29.

Working Assumptions (source: ICA Associates Inc., Canada):

- There are no wrong answers.
- Everyone has wisdom.
- We need everyone's wisdom for the wisest results.
- Everyone will hear and be heard.
- The whole is greater than the sum of its parts

Meeting preparation: Prior to the meeting participants were asked to review the Workshop themes and brainstorm research ideas / science questions that they are excited about for advancing research around carbonate critical zone characteristics and processes. Each participant brought 2-3 questions to their Working Group Meeting.

Welcome and Introductions	5 min	Facilitator
Review Meeting Goals & Products	5 min	Working Group Leader
Generation of Science Questions (breakout groups)	45 min	All participants with facilitation
Break	5 min	
Plenary share & Select priority questions	30 min	All participants with facilitation
Conversation: Fostering Diversity, Equity and Inclusion in RCN/ Geosciences	15 min	All participants with facilitation
Next steps	8 min	Working Group Leader
Closing	2 min	Facilitator

Ground Rules for Optimizing Virtual Participation

Here are a few tips for optimizing participation during virtual meetings, and being respectful of others' valuable time and contributions.

Use of Pronouns

The RNC respects gender identity, and we ask that participants share their pronouns, along with their full names, in their Zoom identities in order to create and ensure a supportive community for all people. Example: Jon Martin (he/him). Learn more: <https://www.mypronouns.org/>

Show Up a Few Minutes Early

We ask that participants show up a few minutes early to introduce themselves in the chat, and be ready to start right on time.

Lighting

Good lighting is critical. Turn the lights on (or even better, use natural lighting) and make sure the lighting is in front of you so your face is visible to others participating in the meeting. (When the light is behind you, it casts a shadow over your face). Take a minute beforehand to test your lighting.

Turn on Your Video (& Keep it On)

Seeing others expressions and body language really helps facilitate communications and interaction.

Placement of Webcam

Make sure your webcam is positioned so that your head and shoulders are viewable in the screen. Place your camera at eye level so you are "looking others in the eye" when speaking (and vice versa). Keep your camera on so others can see you. Again, this helps create more of an "in-person" feel to a meeting.

Muting

When others are speaking, please mute yourself to minimize background noises so that your peers' contributions can be heard clearly by everyone in the meeting.

Be Present

We value your presence and contribution. Please stay present during the meeting. Avoid checking your emails or text messages when people are speaking and sharing (people can see you when you do this).

Zoom Functions

If you have not used Zoom meetings before or much, please familiarize yourself with Zoom in advance. There are many good Zoom tutorials on youtube – here are two examples.

<https://www.youtube.com/watch?v=9isp3qPeQ0E&t=313s>

<https://www.youtube.com/watch?v=fMUxrgZvZO>