**OSSSG summer meetings 2021**

**AGENDA AUGUST 27, 2021**

**Action Items Overview**

|  |  |  |
| --- | --- | --- |
| **Action Items** | **Who** | **When** |
| 1. Reach out to Matt regarding Listserv. | ~ | Before first meeting (week of September 13th – 17th) |
| 1. Complete Listserv. | Matt. If not, Brittany | Before first meeting (week of September 13th – 17th) |
| 1. Initiate work on Decision-Tree | Emiko | ~ |
| 1. Doodle poll to be sent out for the first OSSSG meeting | Gwen? | Next week (August 30th – September 3rd) |
| 1. Promotions for first OSSSG meeting (perhaps via Mailing List or PGSA) | Promotions (Brittany and Jenelle) | Next week (August 30th – September 3rd) |
| 1. Link behaviours/actions to values | Chelsea with potential feedback from Gwen and Brittany | ~ |
| 1. Post values (with vision statement) in Contributors and General Slack | Brittany | ~ |
| 1. Call for Organizers for Support Roles (could be via mailing list) | Gwen | ~ |
| 1. Create document with steps for organizing an event | Gwen? | ~ |
| 1. Create a more sophisticated document with organizer role descriptions. | Chelsea and Gwen | ~ |
| 1. Decision-making tracking document/sheet. | Jenelle, with Brad to provide feedback | ~September 17th |
| 1. Doodle poll to be sent out for next organizer meeting | Chelsea | Next week (August 30th – September 3rd) |

* Check in **[10 mins]**
* Confirm agenda **[5 mins]**
* Review of action items from last meeting **[10 mins]**
  + Slack posting working version of values
    - *Brittany completed this.*
  + Call for first welcome event in Sept
    - *Call for organizers for this event*
    - *This has been completed on Slack*
  + Decision making document (see item below).
    - *Emiko completed this.*

**1st Round: Decision making in the group**

What types of decisions need to be discussed by the whole group vs. individual/role level decisions? Review Google doc shared by Emiko on Slack on Aug 20 2021.

**Thoughts**

* **Proposal:** Create table of what decisions would need to be made at what level, considering that not everyone is here. And discuss later (ended up discussing in the meeting).
* **Creating a decision tree?** For example: Does this conform to the group values and if so, perhaps the decision doesn’t require permission from everyone else.
  + Broader algorithm about what decisions should be made alone or in a group.
    - Sketch out certain levels – based on past decisions, what type of decisions are appropriate for the team level?
    - A round of decisions that could be made that would affect people on a higher level or lower level.
    - **THOUGHTS**
      * **The “Why” we do what we do and the “How” we do certain** things should be discussed at the higher level and the “what” (i.e., what specific tasks this would be include) should be discussed on the team/individual level.
        + Vision, mission, values, topics for the OSSSG meeting, and structural things **(why and how)** – **whole group. Team level -** What are we doing? For example: What are the marketing messages that we’re going to put out? Anything related to the team.
      * **Conflict resolution document** – group level input, anything specific to the role at the individual level. In other words, anything that has implications for the entire group, and for how members/visitors perceive the group, should be discussed at the higher level.
      * **Decentralized structure –big decisions should be made as a group**. Specific ideas are:

Decision-making tree – this is a useful guide for anybody to organize anything within the structure/values of the group.

Emphasize that if they have an idea and it fits within the values of the group, then they can go ahead and make decisions.

Role-level decisions – specific to the individual.

The little decisions, though they do not need input, it could be rotated or be distributed among members. Example: deciding the times in the doodle poll for voting etc.

* + - * Not every little thing needs to be run by Gwen. **A document keeping track of decisions made/actions done would be a more effective way to be transparent with other members of the group.** Should be guidance about recording the decisions. The document could have filters as well for the type of decision made by who.
      * Decentralization is valued by the group – “why and how” at the higher level, and the “what” at the lower level. **However, there are instances where the “what” can be applied to the entire group.** There are instances where you’d want certain actions to be consistent across the group.
      * Another point of emphasis is – **The responsibility is on the individual to be involved in a certain decision.** Everyone *can* be a part of a decision but doesn’t *need* to be a part of said decision, because of that guiding framework.
      * **Ideas for next steps about what general framework to use –** inclusive decision-making. When a decision is coming up – letting people know what it is, and the steps taken to make that decision.
      * **If the decision requires extensive resources** – then a higher-level involvement.

**2nd Round: Practical things we need to sort out to start off the semester.**

* + Online or in person meetings (and interest/comfort in park-based social for organizers)
    - **Hybrid (most members preferred a hybrid approach).** Specific ideas are:
      * Hybrid version. Could have in person events, and an option for persons to zoom in if possible.
      * Hybrid – Events online but with social in person.
      * Organizing meetings could be online
      * In person meetings if the group is not too large, and if the COVID infections are not scarily high.
  + Mailing list: status, what to send, can we start using it? Who has “authority” to send emails through it? Do we want multiple people?
    - **No strong opinions about how this should be handled,** but the general consensus is that a few persons should manage the Mailing list (specifically promotions). And one member said that the mailing list could be used for promotional purposes.
  + Timing of events this semester – fixed (like last year) or fluid
    - **Most persons preferred if this was hybrid with the events being at** fixed intervals with some flexibility for socials. Specific ideas were:
      * Fixed events but could have some variability. For example: OSSSG meetings could interchange between 1 pm and 4 pm.
      * Fixed is ideal but could switch between presentation (fixed - earlier) and social (could be later)
      * Fixed for monthly presentations – flexibility for social events.

**3rd Round: First session of semester! [25 minutes]**

* Timing/date
  + All members agree with the week of 13th to 17th for the first OSSSG meeting. But note that the second meeting would fall on reading week.
* General structure of sessions: things that we want to be consistent across sessions (land acknowledgement, check ins, etc.
  + Keep basic elements – land acknowledgement, check-ins.
    - Land acknowledgments could be personalized. For example: something you learnt about the acknowledgement, what it means to you, or what you’re trying to do in your personal life (that’s inspired by the land we’re residing on).
    - In addition to personalizing the land acknowledgements, we could also share current events/issues taking place that still relate to this topic.
    - Check-ins might be difficult to do in person – as the physical presence may be too much for certain folks. So, this is something to be aware of when/if doing meetings in person.
  + Incorporate a closing ritual
    - Anything at the end – what did you learn – or what stood out to you? Time to chat with each other as well as learn.
    - Potential mindfulness exercise?
  + Emphasize in the session that it’s meant to be interactive
* Content, focus; What do we want to get out of it as organizers? And as participants? Gwen + Chelsea proposal/ideas
  + **Idea for first session -** Re-introduce the OSSSG as a group. The goals and values of the group. Discussion around what people would like to learn and are interested in. Explaining the organizing structure. Potential splitting of the newbies different from the seasoned members.
  + Thoughts from group on the above idea - the visitors to the first session don’t need to be divided based on experience. Conversations might be more wholesome if persons are together.
  + Instead, there could be a presentation on open science (the length depends on how many newbies will be attending) and then pairing off afterwards to discuss more specific things.
* Anyone else want to be involved in organizing/coordination?

**Values – action item [10 minutes]**

* Are we ready to close it for now?
  + Most (if not all) members are comfortable with closing it out for now. The general consensus is to post the values now, and then add supporting documents later that links specific behaviours to values.

**4th Round: How do we organize the group?**

*Overview of proposal:*

1. Persons sign up for single events.
2. Events coordinator to organize events
3. Support roles: Tech support/promotion support/feedback community support/admin support/ someone keeping track of values.
4. Content creation would rely on support roles.

**Thoughts**

* Overall, good proposal. **Specifics are:**
* Description of roles from last year could be repurposed for support roles.
  + Need to ensure that event roles are not too much of a workload.
  + Admin role – still a number of more structural pieces, aligning structures to values – is that admin? So, there is quite a bit to be specified.
  + Would need to do general call out to see if that person would specifically want to continue in that role.
* Concerns about Logistics. Enough persons for each role, ensuring that persons don’t feel pressured into continuing events role and how long persons should continue in their support roles.
* Support roles can do a lot more – promotions could do a blog for a example.
  + Concerns about the workload for the event coordinator.
    1. Potential documents created for organizing events. For instance: here’s all the steps you should take if you’re organizing an event.
       1. A document with a description of these would be helpful as well.
* Admin tasks – decentralized organizing. What would admin tasks include? Admin task could be determining the facilitator for each meeting, and taking notes etc.
* Facilitator for next meeting **[2 minutes]**
* Other business, review of action items and closing **[5 minutes]**

\*\*\*\*\*\*\*\*\*\*\*Agenda August 9, 2021 - group format and organization\*\*\*\*\*\*\*\*\*\*

* **Action items:** 
  + **1. ASAP: SLACK post about working version of values and see if anyone has any specific objections they can raise (Brittany to post and others to help facilitate comments if necessary)** 
    - **Brittany to make new document to post**
  + **2. Before next meeting: Starting a list (survey or shared document) of what decisions are being made by the group**
    - **Matt and Emiko**
    - **Have results by the time we have next meeting**
  + **3. Put out a call for first welcome event in September**
    - **Gwen**
  + **4. Put out a call for facilitator for next meeting (and doodle poll for next meeting)** 
    - **Emiko**
* Check-ins
* Confirm agenda
* Values ​​table
  + [**https://docs.google.com/document/d/1j5QyCuoeSF1T24eIorfEVStVEHwfcD1U8moGPZ9Fu-U/edit**](https://docs.google.com/document/d/1j5QyCuoeSF1T24eIorfEVStVEHwfcD1U8moGPZ9Fu-U/edit)
  + **Last table in this document**
  + **Comfortable with putting these forward and testing them out, might have further refinement once we see what we are capable off (e.g., softening language on some things if we aren’t holding to them sort of thing)**
* Round: Organizational Framework
* Do we want to use a decentralized structure? What does that look like to you?
  + - **Flat, non-hierarchical structure (synonyms)**
* Do we want to use a different organizing framework?
  + - * **Traditional: one or more on top who give decisions and give tasks to people who are in lower levels who are working on more specific things**
    - **Other ones could look like:** 
      * **Circular: core people radiating things to people who are doing more specific tasks, leaders aren’t sitting on top but more centrally located, central vision for setting goals or deadlines and things like that, more ability for communication, and less traditional hierarchy**
      * **Team-based organizing: teams coming together to work on different things and within a team, there isn’t hierarchy but there might still be some hierarchy between the teams (some more leadership). In teams, more focus on communication and not leadership**
      * **Holacratic – specific set of guidelines of how the structure works and they can raise issues at meetings, anyone can organize and make decisions independently, let everyone do what they want to and what they are best at but still having an overarching framework**
* Responses from the above two questions:
  + **Things we are already doing – not strictly one, doing a little bit of all the different things**
  + **What we have been doing is successful**
  + **If we do change things, we should also be prepared to change back if something isn’t working**
  + **Like facilitation differences (distributing things like that)**
  + **Don’t radically change, but we can adjust and move people around to do different things here and there**
  + **Like the idea of having leadership to help us stay organized?** 
    - **Might be harder to stay on track if there is no structure**
    - **The ball might not keep rolling if we completely decentralize right now**
  + **Arguably decentralizing to some extend**
  + **How to be more:** 
    - **Planning and content and leading of meetings (does that need to change)**
    - **More flexible as needed**
    - **Change roles per semester if we would like**
  + **Have been doing more circular in a way (some decisions have been made by core people)** 
    - **Emerged as the need to maintain momentum**
  + **Can do a hybrid model that works best for us**
  + **Make sure what we are doing are aligning with our values**
  + **Truly decentralized would look like** 
    - **Core values and vision decided by everyone**
    - **Most important decisions made by everyone but then as you get to smaller decisions, and can be made by smaller groups or individuals, and they have to adhere to overall framework but have freedom to do what they need or want to**
* **Lot of elements in the descriptions of what we are already doing**
* **Now that values are in place, it might be easier to have more decentralization** 
  + **Might be better set up now that we have this framework**
* **Interesting to holacratic** 
  + **Focus on flexibility because you are able to assemble interested people with relevant skills to work on specific tasks**
  + **How we structure the roles previously, perhaps they were a bit more static**
  + **Depending on the session, the skills might be different and people might be interested in different types of things**
  + **Do wonder if combination of circular, but the way the smaller circles are done are more holacratic (emphasis on the skills that might be needed for the specific tasks**
* **Feel we already have a more decentralized structure and that emerged because that was an intention we set from the beginning but leadership emerged just because certain things needed to get done**
* **Lots of things are already working, so if we make a change, we need to assess whether it is more effective than what we are doing in the past, and we might still need to keep a bit of the concentrated leadership in order to maintain the momentum of the group (still developing, not fully established yet)**
* **Have different people facilitate wider meetings, would be a nice way to distribute that power**
  + **Facilitator takes time to reflect on what the group needs to discuss**
  + **Requires individuals to have a bit more investment**
* Round: How will decision-making and communication look in the organizational framework we'd like to follow?
  + **Within the structure that we chose, do we need to formalize decision making and if so, how?**
  + **How could this all look? Reflect on how it is currently looking? What might be lacking? What is working well?**
  + **As it currently is, there might be lack of clarity of who can decide what and who to let know?**
  + **As a group, make a decision on who has the independence to make what decisions?** 
    - **What decisions need to be consulted?**
  + **Maybe some decisions are made of convenience and should have been consulted**
  + **Make these decisions accessible**
  + **Attendance at meetings can fluctuate, but it is more life circumstances and how we can make sure they are being included in other ways**
  + **Echo being clear and knowing what decisions can be made alone and what needs to be made together** 
    - **Maybe difference between like task decision making and then final decisions on bigger things?**
  + **Checking in with everyone for bigger decisions and working with any objections or issues** 
    - **Get as many people as possible to have input on the bigger decisions**
    - **Like how we have been doing the table of values, for example**
    - **Where this doesn’t work as well, is in momentum. It isn’t clear when we shift from discussion to making a decision. More clarity when decisions have been reached and what they are. Some things can go on forever if we don’t move past discussion**
  + **Who picks when we are making decisions on things?**
  + **How do we communicate decisions that have been made and which ones need to be made sort of thing?**
  + **Circle moving inward model, broader circle is concerned more with values and goals and at individual circle or teams it is more about taking action on certain tasks (sessions, promo). Could this help with decision making? What work is being done, not necessarily who is doing the work**
    - **Decisions that need to happen for specific things, can just occur within the team, and as long as you don’t need to change anything about the vision, you don’t have to consult the larger group**
    - **If the decision is about fulfilling roles, that might be an individual decision (not even a team)**
  + **Matching decision making to how we are organizing the whole group**
  + **Things that will have an effect outside of the domain, makes sense to get decisions more broadly than just the group (maybe as a whole group or within groups)**
  + **Don’t want to be out of sync with each other**
  + **As long as things are contained in one group, make decisions, but when we come back as a bigger group, communicating our decisions to each other**
  + **Communication thoughts?** 
    - **Check in from each group at the larger group? Check-list?**
    - **Middle man? Someone who gathers and spreads the information.** 
      * **To make it more decentralized by having a spreadsheet or something communicating to the larger group**
      * **Makes it so one person isn’t doing this**
      * **Could be paired with longer documents with meetings that people are having, explaining decisions, things like that**
      * **Coordinating dates, for example**
    - **Communicating the tasks or decisions to the broader group** 
      * **Excel or something that people can look**
      * **Github repo, make a little action bill that will parse and send out emails if certain conditions are met. Set a timer on it, once a week or whatever**
        + **Can keep people up to date**
        + **People would still have to update the shared sheet**
        + **Can do some programming to auto send things too**
    - **Critical list**
      * **Everything that needs be done for something to run**
      * **That can be helpful**
    - **Need better documentation for subgroup meetings** 
      * **Someone running meeting notes for each one too**
      * **Help with transparency and for future people coming in too, sustainability of the group**
      * **Most critical topics that are important for the whole group can be brought up in bigger meetings**
  + **How do we make distinctions on the broadness of the circles? What fits where?**
  + **Could we put an outline of a decision tree out there and see what people think?**
    - **Top and bottom are clearer (impact group as whole or not at all – task specific)**
    - **Make a list of what decisions have been made before we try to categorize them**
* Round: What roles are needed for the organizational framework we'd like to follow?
  + **This could be impacted by the decisions we make with our structure, so if we are moving roles around a bit more, it could be harder to put people into one (for example, facilitators getting distributed more)**
  + **Worth having two people (one group) who can look after the coordination (facilitating the decentralization aspect side of things)**
    - **Could this be incorporated into new roles?**
  + **Events are more one-time things and then support roles are more continuous**
    - **At this point, we need to accept that we won’t have as nice of a structure probably (like every two weeks)**
    - **Can we do an organization meeting at the beginning of each semester that has people sign up for dates?**
  + **Secretary, facilitators (rotated), grant/project coordinator (sources funds and coordinates projects, blogs, conference submissions, connecting with other open science group), promotion, Feedback and Community can go under events (debatable, but can be taken on by each event people)**
  + **Keeping momentum – accomplish values but want us to keep going and have people interested**
    - **Have something at every scheduled time (biweekly for example) – it might even be a social event that takes very little effort**
    - **Roles that facilitate momentum**
    - **Roles can help with that, support each other but moving forward as a group**
    - **Website might be useful? SLACK has these things, but harder to find. A temporary role might help with that**
  + **For each event we have to get people together that are passionate about something** 
    - **If you have a free space, claim it, might not know exactly what they are doing**
    - **If we have spaces open, maybe someone to facilitate filling those spaces**
* Other business (as needed)
  + **No time 😊**
* Closing
  + **There is support for the support roles that support activities and structure**
    - **Might change or be more consistent for the year**
  + **Most people do want decentralized, but need to figure out what each unit is responsible for (fleshed out still), which will go hand in hand with what activities we are going to do.** 
    - **Set people who sign up for an event? (beginning of semester, bring entire group together and people sign up)**
    - **Individuals who are for workshop events more generally? (more similar to last year but more focused on type of activity instead of topic – like social or discussion vs. workshop or presentation style)**
  + **Talk about this all more in the next meeting!**
  + **If we want an event in September, we need to start planning that too, so something to think about** 
    - **Open house intro event – easy, can talk about our values, what we did last year, welcome new people** 
      * **Showcases all the work we have done to, which is awesome**
  + **Changing up the facilitator?** 
    - **People seemed to like it, so we will continue with this**

July 30 – group format & organization agenda & notes (2)

Agenda July 30

* Check-ins
* Plan for today
* Values ​​table (15 minutes)
  + **See google doc:** [**https://docs.google.com/document/d/1j5QyCuoeSF1T24eIorfEVStVEHwfcD1U8moGPZ9Fu-U/edit**](https://docs.google.com/document/d/1j5QyCuoeSF1T24eIorfEVStVEHwfcD1U8moGPZ9Fu-U/edit)
  + **Almost there**
  + **A few elaborations left to finalize, but mostly down to wording now**
* Round: Reflection on last year’s organizing structure
  + **Independent units to distribute labour and responsibility**
  + **Some units did a lot on their own but many just contributed to the main (whole group) things**
  + **Experience organizing last year and what could be better**
  + **Overall idea of having sub committees**
  + **Finalize values – orient the committee according to them (some overlap though so not sure how that would work pragmatically**
  + **Some sub committees would have to be split up more to make workload a bit more distributed (e.g., one for tech set up, one for contacting things)**
  + **More people on committees or more support**
  + **Some groups did more than others**
  + **Workload was not equitable (tech didn’t do a lot for example compared to the session folx)**
  + **Having relief people, having more than two per group so that people can step down if they are busy one week, and have that flexibility would be important (take strain off people whose roles were larger in time commitment and responsibilities)**
  + **Considering how the tasks are distributed**
  + **Liked that we work apart but also come together**
  + **Solution: better communication between the subcommittees**
  + **Workload acknowledgments: green (good), yellow, orange, red (drowning)**
    - **Sharing this with the group so we know where everyone is at**
  + **People can fill gaps in the sub committees that are working harder**
  + **Either break apart committees or expand**
  + **Keep accountable to the values (maybe this is feedback or community or a separate role)**
  + **Rotating duties across weeks might be good (get everyone involved in certain things, getting experience in something else might be practically useful)**
  + **Being cognisant of people’s time commitments. Rotating duties maybe within sub committees instead of across them (hard to learn new skills)**
  + **Maybe switch roles across semesters**
  + **From Chat: “It's also nice to know who to go to about what issue. That might be harder to do with people changing roles if it's rather frequent.”**
    - **From chat: “Another note - I don't know if you have this already but having roles well defined is important especially when transitioning with different people coming into roles. The university administrative system is an example of what not to do. Like, we don't know who to talk to about what and many people in roles do not know all of the extras that their job entails.”**
  + **Make units more independent and not relying on the main group meetings for communication**
* Round: Organizing framework (proposals)
  + **Two types of roles:** 
    - **EVENTS: 2 or three event units taking care of monthly or bimonthly events – each unit focuses on different type of events** 
      * **Organize specific events,**
      * **Do they make the material or source speakers?**
      * **Organizing a discussion might be more the organizing unit but if it was a speaker or a workshop, might want to find outside people to the event**
      * **Last year, sessions ended up doing this last semester (EM did EDI one, CM did Reproducible Code, for example)**
      * **That worked, so this proposal should work quite nicely**
    - **SUPPORTS: Still keep the support units (promotion, tech support, admin coordination, etc.)** 
      * **Not connected to specific events**
  + **Ideally you would take MAX one of each type of role**
    - **Example, one event role and then promotion**
    - **Event is more work in a shorter term, but support is the whole semester/year**
  + **Units around five values? (not sure how that would work but interesting)**
  + **Across unit coordination**
  + **One person is responsible for planning meetings and setting agenda – checking in with each unit and seeing what needs to be on the agenda (facilitation in group meetings but guided more by the collective)**
  + **More transparency of how we are organized, definitions down on these roles so everyone knows** 
    - **Maybe promotion can advertise this, a whose who of the group**
  + **Two types of roles are nice because they are different (one is more long term, one is more squished in time), makes it flexible for folx**
  + **Communication between groups is key, so really important to know who is doing what and who to contact for things (for example, promotion needs to know who to contact for the information for each session each week)**
  + **More roles being designed**
  + **Can you do two support roles? Some people might want to take two support roles instead of taking on an event** 
    - **More than one event role might be a lot but two supports might be easier to manage**
  + **PROPOSAL: two types of roles: events and supports. People can chose what roles they take and how many they take. It can be one from each or just one or two supports, etc.**
  + **What minimum event roles do we want or need?** 
    - **Two event units each organizing one a month**
    - **What types of events would we want to do?** 
      * **Presentations, social supports, discussions, troubleshooting, work bees, projects together, journal club etc.**
      * **Talks from faculty or people outside of the group**
      * **Open science writing retreat – explore resources, get feedback from each other, like a lab**
      * **Categories can be broad and accommodate different types of events**
      * **Facilitated discussions based on what people want to talk about – feelers on what people want to talk about and run sessions on that, paper, current issue, etc. Dedicate time to that, chatting**
      * **Guest speaker or someone talking about how to do something, full workshop on something (how to do a thing)**
      * **Still see us following format style (formal and the discussion)**
      * **Thinking back to what wasn’t addressed last year, cans of worms were opened during sessions but then there was no time to address them or think about them (no foresight in thinking they need to be addressed)** 
        + **Can still tackle the same concepts but from a different angle**
        + **More practical things**
        + **Interesting to see the same topics addressed from a more practical angle**
      * **Finding ways to disseminate this information to people outside of the group, but in the program, for anyone who might want them** 
        + **Blog or online platform for that? Maybe not an event, but could still be a focal for some people in the group**
      * **Tie into our values** 
        + **Taking action on them**
        + **Connection value: to hybrid discussion sessions**
        + **Collaboration value: do something together as a group, research project, papers, blog, etc.**
      * **Learning and Connection** 
        + **Learning: presentations, workshops, etc.**
        + **Connection: troubleshooting, social events, etc.**
      * **Maybe the idea of three different ones connected to the values:** 
        + **Learning: academic, formal educational events**
        + **Connection: social, troubleshooting, discussions**
        + **Collaboration: projects together, blogs, papers, etc.**
      * **Idea of sharing projects, don’t have to schedule it if it is part of events**
      * **Informal space to do projects can still be under connection**
      * **More people in the education group so that the workload is manageable again** 
        + **It is set up now via Zoom, so it should be less time than the first one**
        + **Worrying about finding people and such in this role is a big thing**
  + **What minimum support roles do we need? How many people in each?** 
    - **We can do that in the next meeting.**
  + **Are you on board with sending a call or organizers?**
    - **What are your thoughts on organizing roles for the next semester?**
    - **Good with making the call** 
      * **Having some roles for people to think about? Giving some specific info about role types and time commitment**
      * **Are we online or in-person?**
  + **Event support role? Someone who coordinates everyone who is organizing an event to utilize what Sessions group learned last year** 
    - **Makes sense to have someone who does the nitty gritty tech scheduling things (contain itself and well-defined role)** 
      * **Once you know what you are doing, it doesn’t take too much time**
      * **The rotating people for each event could stay in contact with this person**
      * **Everyone and anyone can sign up for an event**
* Round: What activities should we prioritize?
* Closure

Agenda July 30

* Check-ins
* Plan for today
* Values ​​table
* Round: what activities should we prioritize?
* Round: Reflection on last year’s organizing structure
* Round: Organizing framework (proposals)
* Closure

July 15 – group format & organization agenda & notes (1)

Agenda:

* Check-ins
* Recap from last meeting/current version of values table
* Breakout: thoughts/comments on current version of values table
  + **Purpose of this breakout: work on/discuss current version of values table (not necessary to finalize it at this time, I just wanted to give everyone a moment to look and make some progress together)You can either: 1) look at the table and write in your comments/edits2) discuss with your small group about the tables content, focusing on the elaborations (overarching values are ‘finalized’) - also add your comments/ideas to the table, or share them once we’re back with everyone3) a combination of 1 and 2**
  + **If you want to work in silence, go back to the main room, and we’ll join you shortly**
* Groups share anything that came up
  + **Resolving things that came up**
  + **4x4 structure looks good**
  + **Changes/new draft are on this this document:** [**https://docs.google.com/document/d/1j5QyCuoeSF1T24eIorfEVStVEHwfcD1U8moGPZ9Fu-U/edit**](https://docs.google.com/document/d/1j5QyCuoeSF1T24eIorfEVStVEHwfcD1U8moGPZ9Fu-U/edit)
* Recap on vision statement
  + **We aim to develop a thriving student-led community that is dedicated to the promotion, normalization, and practice of open and inclusive scientific research**
* Round: what would you like the main activities of this group to be? / what activities would best achieve our vision (adhering to our values), in your view?
  + **Public websites or online presence, tool and goal to achieve our other goals, transparency, etc.**
    - **Can be used for promotion**
  + **Collating resources we are finding and sharing and organizing them in a good way**
  + **Ambassador program if we go to different branches or departments responsible for advertising and stuff** 
    - **Can do things in their own departments but still promote our core activities and adhere to our values**
  + **Realistic to stick with psyc department for now, but welcoming anyone, but not actively seek out other departments until we are more established**
  + **Having a blog post for people to interact online, and give unique perspectives and experiences**
  + **Like the regular meetings, with both formal presentations with discussions after (whether that is one session or broken up)**
  + **Biweekly is a good frequency**
    - **If we are in person, can probably expand to two hours**
  + **Good ideas from other groups on how to make things easier to organize and establish and more self-running content**
  + **Do we still want core sessions with other things going one on off weeks for more specific interests?**
    - **Affinity group? Sounds fancy**
  + **Past year focused on basics, and can still be there, but the biweekly sessions are more about sharing, getting feedback, working groups, etc. (“side slams” – instead of a poster, you give 5 slides, but the purpose is feedback)**
    - **People can come and share challenges, things like that**
    - **Maybe less formal teachings and more about working on things**
  + **Meeting regularly can get people interested, oh what are they doing?**
  + **Don’t want to do the exact same things every year, but not sure what to do**
  + **Are we going to meet with each other to discuss our own projects or are we going to do projects as a group?** 
    - **End product is still going apart and doing our own thing**
    - **Cool would be to work on something together though**
  + **If we are opening up to other groups, people can join different sessions (opt in, opt out, not going to each one)**
    - **More interactive sessions but still learning component**
    - **Some people don’t know how to use it, what challenges to expect, processes**
    - **Panels to share experiences, and people can ask questions**
    - **Sort of like mentoring, peer to peer feedback and discussions**
    - **Might be more appealing to groups outside of psychology**
  + **Less burden on core organizers**
  + **Reaching out to experts in the field, hear from people who have more hands on experiences, take pressure off us to “know everything” so to say**
  + **Burden across organizers was not well distributed last year**
  + **Meeting regularly and core organizers working with that**
  + **Different types of events that repeat on specific intervals** 
    - **Education events: once a month, talk or workshop, open to faculty and more broad, anyone with interests can come and learn something**
    - **Informal/social/discussion/troubleshooting events: once a month,**
    - **different organizers responsible for each to help distribute the workload and help with flexibility**
    - **3 units, one education, one troubleshooting (side slam), and one social (MH check-ins)**
* Quick overview of what other groups are doing
  + **Some other groups**
  + **ReproducibiliTEA, journal club**
    - **Low maintenance, you can become part of worldwide network that is doing this,**
    - **Led by early researchers**
    - **Have resources (lists of journals)**
    - **Pick a paper every month and discuss**
    - **Everything else you can do is extra**
  + **OSC – Open science communities**
    - **Broader mission, more led by senior researchers, influencing policy, structural change**
    - **Let local groups decide what they want to do**
    - **Bigger commitment and a different perspective**
  + **Neither format is exactly what we are about – not just adopt completely but maybe include it, how we want to connect**
  + **SIOS – student initiative for open science (Netherlands)** 
    - **https://studentinitiativeopenscience.com/join-us/**
    - **Similar to what we are doing**
    - **Talks, goal for students to use more open science**
    - **Advocate for university to advocate for open science practice**
    - **You can join team, ask for materials, but does not seem to be the same as above two, where you join their network**
    - **Could be interesting to connect though**
* Round/breakout based on what comes up
* Closure

Agenda:

* Check-ins
* Recap from last meeting/current version of values table
* Breakout: thoughts/comments on current version of values table
* Groups share anything that came up
* Recap on vision statement
* Quick overview of what other groups are doing
* Round: what would you like the main activities of this group to be? / what activities would best achieve our vision (adhering to our values), in your view?
* Round/breakout based on what comes up
* Closure

July 5 – group culture & values meeting agenda & notes 2

Agenda:

* Check-ins
* 5 overarching values: **New names in purple**
  + 1. Safety & well-being = **Wellbeing**
  + 2. Community & authentic connection = **Connection**
  + 3. Equity, Diversity & Inclusion = **EDI**
  + 4. Collaboration (& sharing power/self-organization?) = **Collaboration**
  + 5. Integrity **= Integrity**
* Round: thoughts on overarching values
  + **1. Can maybe just be called wellbeing (overlap with safety)** 
    - **Wellbeing**
  + **2. Just Community/Connection?** 
    - **Connection might be a way to get to the community in our vision statement (people seem to be leaning this way)**
    - **Connection feels like networking, but not necessarily a bad word**
    - **Connected Community?**
  + **4. Still not sure what to call this** 
    - **Flat/one-dimensional organization (bit weird phrasing)** 
      * **Doesn’t say anything about the distribution**
      * **Collaboration might not be the word either?**
      * **Shared decision making?** 
        + **People seemed to like the idea of “shared”**
      * **Should this be two? Collaboration and shared leadership separately**
      * **Keep as one**
      * **Collaboration as the heading (broader than structure which might not encompass the other things**
        + **with bullets explaining the shared leadership**
  + **Organization into 5 groups really helps! (instead of all the little points)**
  + **Reduce some redundancy, made more concise**
  + **Can we make one word for each (aside from EDI)**
* (Round: Evaluations of last year: how have we/have we not acted on these values?)
* Breakout: What can we do to actively promote them & ensure they are part of us?
  + 2 groups, 2/3 values per group
  + Discuss & describe specific habits/behaviours we can do to promote these values
  + Take notes

**\*\*\*Breakout rooms (4 and 5 slides from** [**https://jamboard.google.com/d/1kV-WLS36Cmd4EXWSNwOL6Wkmmk-Zqjg8vJAiAtH8sso/viewer?f=3**](https://jamboard.google.com/d/1kV-WLS36Cmd4EXWSNwOL6Wkmmk-Zqjg8vJAiAtH8sso/viewer?f=3)**)**

* **See notes in jam board for specifics**
* **Ways we can track what we are good at, and what we need to do better**
* **Not all should go into broader audience**
* **Smaller ones for the organizational people, smaller things should be things we need to include or think about but do not need to shared more broadly**
* Each group shares ideas - round for input from others
* Next meeting topic: group format & structure
  + **Values – graphic with 5 core values with 2-3 specific things under each, people picking out specific wordings and operationalize them** 
    - **Chelsie and Emiko to help with graphic (circles)**
    - **Like the structure of values, ABC (affect, behaviors, cognitions), and then more deliverables (specifics) for just organizations**
    - **Think of specifics (finalizing bullet points) before the graphic so we aren’t wasting time**
    - **1. Finalize the values**
    - **2. First version of graphic to share back with group**
    - **3. Future meetings could look at more action items for values (smaller things)**
      * **In the summer**
    - **Brittany to organize first steps on Slack**
  + Volunteers for looking at similar groups
    - **ReproducibiliTEA, Open Science Communities**
  + **Things to consider moving forward**
    - **Course**
    - **Practice (group projects, own science lab vibe)**
    - **Support side of things (sharing resources, buddy system, consultation)**
    - **More advocacy within the department**
* Closure

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Agenda:

* Check-ins
* 5 overarching values:
  + Safety & well-being
  + Community & authentic connection
  + Equity, Diversity & Inclusion
  + Collaboration (& sharing power/self-organization?)
  + Integrity
* Round: thoughts on overarching values
* (Round: Evaluations of last year: how have we/have we not acted on these values?)
* Breakout: What can we do to actively promote them & ensure they are part of us?
  + 2 groups, 2/3 values per group
  + Discuss & describe specific habits/behaviours we can do to promote these values
  + Take notes
* Each group shares ideas - round for input from others
* Next meeting topic: group format & structure
  + Volunteers for looking at similar groups
* Closure

June 18 – group culture & values meeting agenda & notes 1

Agenda:

* Overview of plan for today
* Check-ins
* Vision statement
  + **As we have it: “We aim to develop a thriving student-led community based in the Department of Psychology that is dedicated to the promotion, normalization, and practice of open and inclusive scientific research.”**
  + **Potentially removing Department of Psychology (not a main part)** 
    - **Can be somewhere else, where we originated**
    - **Could be good to think about scope, if we want to stay in psych for longer**
    - **Might be good to help understand where it is coming from though**
    - **Maybe change to just psychology instead of “department of psychology”**
    - **Vision statement is what we want, not who we are, so maybe remove**
    - **Maybe have an “About Us” section or history**
  + **FINAL:**

**“We aim to develop a thriving student-led community that is dedicated to the promotion, normalization, and practice of open and inclusive scientific research.”**

* Round: Group values (community guidelines) - anything missing? Anything to change?
  + **Simplify some language and shorten it (overwhelming and lots of things)** 
    - **Maybe have two versions (one with bullet points)**
  + **Being intentional with the ordering so that the first few are the most important**
  + **Other values that could be added:** 
    - **Values that are unique to our group, such as knowledge mobilization and things like that**
      * **Culture that if we find something about open science, we share it with the group**
      * **Knowledge sharing**
    - **Value of connecting with others (more intimately, authentic, genuine), ones that are harder to do in a bigger group**
    - **Being non-hierarchical (empowering members to do stuff on their own or with help)**
  + **Maybe we can group them based on commonalities (themes)**
    - **Group values we have under subheadings (which go into a shorter document)**
    - **Probably different ways to go about this**
    - **Open discussion and sharing as one, maybe inclusion, then respect, accountability is one, transparency/feedback**
  + **Mix of values and behavioural norms (something else)** 
    - **Maybe the headings are the values and then individual points are the norms reinforce the values?**
    - **Norms result from the values we hold, if we value things, we will encourage those behaviours in the group**
    - **Themes: Values, codes: behaviours lol**
  + **As another example the psych department mission and vision statement and list of values is here:** [**https://arts.ucalgary.ca/psychology/about**](https://arts.ucalgary.ca/psychology/about)
* Round: Evaluations of last year: how have we/have we not acted on these values?
  + **Didn’t get to**
* Breakout: W~~hat can we do to actively promote them & ensure they are part of us?~~
  + 3 groups, 4/5 values per group
  + ~~Discuss & describe specific habits/behaviours we can do to promote these values~~
  + **Instead, we took a list of values and tried to group them into larger themes.**
  + **Take list of values and try to group them: 16 (13 existing and 3 extra that came up)**
  + **We hold a non-judgemental spaceWe encourage curiosity and discussionWe share the discussion spaceWe do not tolerate harassmentWe prioritize health and mental well-beingWe value collaboration over competitionWe hold ourselves and others accountableWe value diversity and aim to create an inclusive environmentWe use inclusive, respectful languageWe address and refer to others using the names/pronouns they go byWe respect the privacy and safety of othersWe give credit where credit is dueWe value transparency and ongoing feedback**
  + **We value sharing knowledge (new)**
  + **We value genuine connection (new)**
  + **We are non-hierarchical (new)**

**\*\*See how you can group and prioritize**

* + **Jam board from one group:** [**https://jamboard.google.com/d/1kV-WLS36Cmd4EXWSNwOL6Wkmmk-Zqjg8vJAiAtH8sso/viewer?f=0**](https://jamboard.google.com/d/1kV-WLS36Cmd4EXWSNwOL6Wkmmk-Zqjg8vJAiAtH8sso/viewer?f=0)
  + Diagram

    Description automatically generated
  + **Above, we talked about the pink labels just being placeholders, but being the overarching value, with the subthemes being more behaviours (changing wording if necessary)**
    - **Change some of the subthemes to reflect behaviours over values**
  + **Saying it is non-hierarchical when there is some leadership might not be a reflection of the true structure** 
    - **Still some overarching leadership without hierarchy**
    - **Think about this?**
  + **Perhaps present it something like the visual below so there doesn’t need to be a hierarchical structure to the list (like a list encourages)**

Graphical user interface, application

Description automatically generated

* **From the other group:** [**https://uofc-my.sharepoint.com/:w:/g/personal/chelsie\_hart\_ucalgary\_ca/EZ7NagbAI7dPiPDQ-z\_k4okBzAIPOzCdIP9i4ViXUFQQMQ?rtime=T4kf4KEy2Ug**](https://uofc-my.sharepoint.com/:w:/g/personal/chelsie_hart_ucalgary_ca/EZ7NagbAI7dPiPDQ-z_k4okBzAIPOzCdIP9i4ViXUFQQMQ?rtime=T4kf4KEy2Ug)

Timeline

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* Each group shares ideas - round for input from others
  + **Four or five broad categories**
    - **Broader values and then have behaviours under**
    - **Change wording of existing ones if needed (one that sounds like a value, change to a behaviour)**
  + **What next??** 
    - **Have a few people combine the two groups and come to one complete tentative draft (Jenelle, Chelsie H, Brittany)**
    - **Discuss on slack**
    - **Finalize later**
* Next meeting topic: group format & structure
  + **Finalize this list?**
* Closure

**May 31, vision & purpose meeting, OSSSG**

Agenda:

* Check-ins
* Overview of process
  + - **Work from this very broad topic (vision) to more practical planning**
    - **Topics for the next few meetings:** 
      * **Vision/goal of group (June)**
      * **Scope of group (June)**
      * **Group values and culture (June)**
      * **Format of group (July/Aug)**
      * **Organizational structure/roles (July/Aug)**
      * **Practical planning meetings (July/Aug)**
    - **Today, talk at a conceptual level (what ideals) – don’t need to be concerned with practical details (dream big)**
* Vision/purpose: what do we aim to achieve with this group?
  + Intro (Gwen)
    - **Work toward a shared vision of what this group can be moving forward**
    - **Statement/vision as it currently is:** 
      * **From document: “Purpose of initiative: The purpose of this initiative is to help each other (as undergraduate, honours and graduate students and research assistants) implement open science practices in our research projects. This initiative aims to provide information and resources to learn about open science practices and their importance, practical steps to start implementing these practices and support in dealing with difficulties and pressure from the current academic system that might go contrary to open science practices.”**
      * **Big on building community, more aware connected societies who can stand up for what they believe in (and open science was important) so combined the two!** 
        + **Provide support in learning and implementing this (not just conceptual but practical steps)**
      * **Education part: building on skills and resources that are already out there – teach each other**
      * **Advocacy: attracting more people, raise more awareness and action around open science**
      * **Joint projects about open science**
  + Round: What should our vision/purpose be moving forward (and why)? Is there any other broad categories of purposes that people would like to add?
    - **Everything we did before**
    - **Education piece is important because we don’t get it anywhere else**
    - **Support, community of like-minded folks that might be different from research environment**
    - **Main goal: Create an expectation around research, with one requirement to consider open science (general expectation)**
      * **Those that are not involved in research yet too (not just those that are already doing research)** 
        + **Broadening audience**
    - **Implementation of practices**
      * **Hardest thing to accomplish is getting the practices actually implemented**
      * **This is the long-term goal (normalizing open science) and we can work on the actions toward this (education, practical skills, peer support, advocacy)**
    - **Broadening to good science, instead of just open science (broader topic)** 
      * **Diversity for example might be beyond open science**
    - **Community building**
    - **More resources**
      * **Connecting people to them**
      * **Journals, etc.**
      * **Larger communities**
    - **From a personal leadership statement: “My aims as an organizer are to foster and empower students to (1) learn skills that will help them do high-quality science that is transparent, inclusive, and accessible; (2) learn marketable skills they are unlikely to learn in their program; and (3) innovate how science is conducted and communicated.”**
    - **Having more deliberate connections between the topics and everything else** 
      * **Learning is easiest when connections are encouraged**
    - **Focus towards implementation of these skills** 
      * **More important to take those people who are already motivated and interested and help them get further (easier first step) than those who aren’t**
      * **More rewarding than advocacy (don’t see the results as easily potentially)**
      * **Affinity (?) groups – somewhat committed to doing something**
      * **Building smaller groups of support, build stronger relationships, and get to know each other people, stay accountable, easier to ask for help,**
  + Short breakout
    - 3 people per room, come up with top 3 goals/purposes
  + Sharing what subgroups came up with in full group
    - **TOP THREE PURPOSES/PRIORITIES for each group**
      * **Group Breakout Room 1:** 
        + **1. Sustainability/building community of a student led group**
        + **2. Teach practical skills and give access to practical resources for people at all stages of research**

**Ease of adoption, R scripts, how to fill out ethics for open data sets, Audacity (photo shop), pre-registration templates**

* + - * + **3. Create opportunities for people to implement open science practices within the group (might be presentable, knowledge dissemination projects)**

**Scoping review, etc.**

**Tied to something that is listed on CV are more likely**

**Apart from their own research, as a group**

* + - * + **Ideas:**

**Sustainability, maintain student led aspect**

**Thoughts: Build community; support learn about OS (practical); education; advocacy; projects on/about open science; implementation support (normalize OS practices); resources; not just open science, rigorous research**

* + - * **Group Breakout Room 2:** 
        + **1. Tug of war between advocacy and implementation**

**Inform students, student support,**

**Move away now that we have established advocacy so now move more toward implementation of these things**

**Hard to detangle these things**

**Discussed more holistically but encouraging implementation when we are doing that**

**So what would it look like? Same as advocacy**

* + - * + **Overarching vision: the department incorporate open science in their research,**

**Motivation for department to use these things**

**Make it a standard that we are working toward**

* + Try to construct priorities of full group in attendance - top 3
    - **Good science student group, good students for good science**
    - **Framing it where we aspire to be**
    - **Applied projects where we can start from the beginning to end** 
      * **Student science lab where anyone can join**
* Scope: who and what is our target in terms of audience & content?
  + Intro (Gwen)
    - **Rigid at times, focus on open science (can be broad though)**
    - **Target: this past year, it has mostly been grad students, but honour students got incorporated** 
      * **Expanding to more undergrad students?**
      * **Students only so we could create a safe space because it can go against traditional ways of doing research** 
        + **Providing space apart from labs and supervisors**
        + **How we can interact with the bigger system that needs to be changed**
    - **Open to staff and faculty** 
      * **Learning,**
      * **People who have been in science longer can teach us a lot (or learn a lot)**
    - **Beyond psychology??** 
      * **More actively try to include students from other field of research**
      * **Larger open science community**

**From Gwen:**

* + - **Expand scope more?**
    - **Students only vs including faculty/anyone**
    - **Beginners vs advanced vs everyone**
    - **Open science only vs other topics as well - what is open science?**
    - **Psychology only vs multidisciplinary**
    - **Interaction with the broader open science community**
  + Round: other ideas around which we could expand/what we should focus on?
    - **Scope: target audience and target content**
    - **What should be the scope of our group - target audience & topic?**
    - **More advanced students (grad, honours) would be the focus but having departmental reps or faculty involved (specific sessions, organization) could help pick up the group to get more interest**
    - **Visiting classes in undergrad, research methods class, but not the focus**
    - **Open and inclusive science** 
      * **Participants and methods**
      * **Accessibility**
      * **People agreed here.**
      * **More to just making your data open, need your methods to be inclusive**
    - **Focus on psychology department for now** 
      * **Enact change here before we go beyond**
    - **Everyone can be involved** 
      * **Question might be WHEN to involve them, rather than IF to involve them**
      * **Starting students only, but need to decide when we start bringing people in outside department or faculty, etc., and how? Are faculty leading things or still student led?**
    - **If applied work, then it is different topics over just open science**
      * **Broaden what open science means**
    - **Students for now but could be a resource for faculty or they could be a resource for us (depending)** 
      * **Like a workshop for faculty, future resources or talks**
      * **Broaden the scope of the presentations from the group**
    - **Psych for now, but don’t reject anyone who comes in from a different area**
      * **Not actively recruit them, but those interested can join**
    - **Different resources for different groups**
    - **Advanced or beginners?**
      * **Depends on marketing, some things might only be accessible to certain people, so thinking about that**
    - **Go beyond traditional open science topics but still related** 
      * **Holding each other accountable**
      * **Anything related to good science**
    - **Including other students but issues are discipline specific so it might be easier to target PSYC students right now** 
      * **Maybe encouraging other departments to make their own group**
    - **Interacting with broader open science community** 
      * **Not sure what this would look like so maybe not at this moment, but could be a good future goal to think about**
    - **Robust program here before getting too excited about broadening the scope** 
      * **Get well established first**
    - **If faculty is involved, it might be less of a safe space for certain topics** 
      * **Such as problems with a supervisor**
      * **Other topics: How to respond to reviewers, mentoring other students, etc.**
    - **Ensuring a safe space** 
      * **Faculty inclusion can make this tough**
      * **Share resources but maybe not discussions**
    - **Instead of including beginner and advanced to everything maybe having subgroups** 
      * **This could help department inclusions too**
    - **Keep under the open science framework** 
      * **Conveys what we are**
      * **Emphasis on the open inclusion**
    - **Topics are already beginner/advanced, so being clear about sessions and what they are about** 
      * **Labelling advanced might discourage people from attending**
    - **Open science vs. good science** 
      * **What is good science? Has always been closed?**
      * **Talk about good science is a bit vague**
      * **Historically has always been quite closed**
      * **Framing it as open and inclusive science.** 
        + **Makes it a big broader and thinking about diversity**
    - **Broader community might be a later thing to consider**
    - **Build in our department and then go from there**
    - **Making it student led, and exclusive to students (for now)** 
      * **I think some way to communicate what the group is doing to faculty/department would be really great though**
      * **Incorporate faculty in a meaningful way**
    - **Keeping it focus on psych with potential expansion!**
    - **Keep main idea of open science but allow any topics that are related**
      * **Keep open science label to keep our core values clear**
      * **Effort to communicate it is broader than that**
      * **Perhaps adding a definition of open science in our mission statement**
      * **Perhaps move to open and inclusive science?**
    - **Students of all levels should come, but how to incorporate them?** 
      * **Primary target? Narrow this to where to put our main efforts**
      * **Honour students**
      * **Student and early career researchers (post-docs) Trainees?**
  + ~~Short breakout~~
    - ~~3 people per room, collect thoughts on ideas for expansion~~
  + ~~Sharing what subgroups came up with in full group~~
  + ~~Try to chart boundaries of what our group should/should not be about~~
* Core elements of our vision statement
  + **We are a student-led initiative**
  + **Open science**
  + **Psychology**
  + **Education, implementation, resources, projects, etc.**
  + **Ideas:** 
    - **To develop a thriving community of student researchers dedicated to practicing open and inclusive psychological research.**
      * **Edit: To develop a thriving community of student [and early career] researchers [based] in the Department of Psychology dedicated to practicing open and inclusive research.**
      * **Note: "inclusive" brings in a lot of other factors not necessarily specific to 'open science'**
    - **We are a student-led group that aims to promote the application of open science practices in psychology as a science through providing resources and discussion space...**
    - **We are a student-led group housed [based] in the Department of Psychology that aims to develop a thriving community of researchers dedicated to practicing open, inclusive, and accessible science.**
  + **Need to decide if we want to include psychology in our vision or not** 
    - **More of a convenience choice right now**
    - **Maybe include psychology to have the context, but keep it more open?**
    - **Some compromise between the two**
    - **Housed/based in the department of psychology**
  + **Main points**
    - **Student led**
    - **Build community**
    - **Open (and inclusive, maybe) science**
    - **Practices being applied and normalized**
    - **core purpose: building community that practices and normalizes open and inclusive science practices**
* Plan next meeting(s)
  + **Doodle poll sent out**
* Fun extra: what should our name be?