Core Team Charter

Meeting Design Template

Communities4Dev

WORLD BANK GROUP

Community of Practice (CoP) Name and Description:

CoP Core Team

Team Member 1 + Title and Unit / Department

Team Member 2 + Title and Unit / Department

Team Member 3 + Title and Unit / Department

Team Charter – Purpose

1. Why does the team exist?

2. How do we contribute to the organization's success?

3. What is our essential intent through the end of the fiscal year?

4. What will we prioritize for the next 2 months (through the end of the year)?

Team Charter – Culture

1. What principles will guide us?

2. What do we expect of one another?

Team Charter – Roles

What are the roles required to do this work? What roles will we each play?

Building relationships and facilitating relationships between members
Inviting, onboarding and engaging members
Creating and curating content
Designing and organizing events
Developing and refining strategy
Building, designing and maintaining an online platform

What decision rights do we have? What can we do without asking permission?

Team Charter – Learning

1. How will we know if we've succeeded?

2. How will we know if we are making progress?

3. How often will we conduct retrospectives / AARs?

Team Charter – Tools and Processes

1. What is our meeting rhythm?

2. What tools will we use to communicate and coordinate?

3. How will we share our work with one another and the organization?

User Manual To Me – [Team Member Name]

About Me

About How I Relate to Others

User Manual To Me – [Team Member Name]

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