



Minimum Viable Community and Core Team Forming

Meeting Template

This document is part of the Communities4Dev CoP Toolkit featuring practical resources to help you develop impactful Communities of Practice in the development sector. [Access the full CoP Toolkit.](#)

Community Overview



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



Core Team – Kick-off Meeting Agenda



Check in [10 minutes]

Agenda and objectives [2 minutes]

What is a Core Team [5 minutes]

Minimum Viable Community – establish basic concept [15 minutes]

Core Team – Roles and Ways of Working [20 minutes]

Next Steps and Reflections [5 minutes]



What is a Core Team?



What is a Core Team and why is it important?

- Community Building is a team effort. “Never host alone.”
- Core Team is a small group of people who work together to “host” the community.
- Hosting takes time, effort and careful planning. Thus, the outcomes depend largely on the effectiveness of the core hosting team.



Minimum Viable Community



Purpose statement: Why does our community exist? What is the desired impact and how would we know it's been achieved? (Be very specific.)

People: Who is our community for? Why are these people the right people to be part of the community?

Practice: What happens in our community on a recurring basis that helps us achieve our goals and impact?



Core Team



Who is already part of the Core Team?

What are the roles required to do this work?

What roles will we each play?



Core Team



What principles guide how we work together? What do we expect from one another?

How will we interact with one another? What is our meeting rhythm?

How will we know if we are making progress? How will we know if we've succeeded?



Next Steps + Reflections



Next steps: *identify specific next steps and the time for the next meeting based on the conversation so far*

Suggested follow-up action: *each team member takes 20-30 minutes to complete “User Manual to Me” (template and instructions in subsequent slide) and shares it with the rest of the team. The team debriefs and reflects on what each member has written. The purpose is to get to know each other on a deeper level and enhance how you work together.*

+ / Delta



About Me

About How I Relate to Others



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