



Team Standards

9/12/2025

Team Hive Thrive

Sponsor | Dr. Okim Kang

Mentor | Md Nazmul Hossain

Team Lead | Elijah Sprouse | ebs233@nau.edu

Member | Andrew Velez | ajv359@nau.edu

Member | Benjamin Levine | bjl348@nau.edu

Member | Latisha Talayumtewa | lt537@nau.edu

This document will be referred to by our team, as well as our mentor and client if needed, when we need reminders about expectations and conduct. As a group, we have come up with our ideal rules, and we plan to follow them with the help of this document.

Team Member and Team Roles

Elijah Sprouse: Team Leader, Customer Communicator, Full-Stack Coder

Drew Velez: Recorder, Front-End Coder

Latisha Talayumtewa: Architect, Full-Stack Coder

Ben Levine: Release Manager, Front-End Coder

Team Meeting Expectations

Meeting Times: Thursday 2:00PM - 3:00PM

Agenda Structure: At the start of a meeting we will check in with our mentor about how we have progressed on the tasks of this past week. After we have talked about our progress and have asked any questions we may have, we will use some of the time to plan our next tasks.

Minutes: Meeting minutes will be recorded weekly including the following information: Date, Start Time, End Time, and Location; Attendance and absences; Completed action items, and upcoming action items.

Decision-Making Process: All design and project decisions will be consulted with both the client and the team. The client's feedback will be of priority and, in cases of disagreement, may be overridden. The final decision is to be agreed upon by all stakeholders.

Conflict Resolution: We will have standards and guidelines set in place in case we run into a conflict as a group. Depending on the situation, we will know how to respond and resolve the conflict as fairly as possible.

Reaching Consensus: Everyone may have their own vision, and group members may not always see eye-to-eye. In order for decision making to be fair, key decisions will be voted on with the team leader being the tiebreaker if needed. In addition, if possible we will try to make sure our key decisions can be made during meetings if needed. This way, our client gets a say and also we get another opinion.

Unfavorable Consensus Results: If a group member continuously is voted against by the majority of the team, leaving them disagreeing with the final choice often, they could either talk things through with the team and explaining their case (not arguing with decisions), bring this issue up to the Team Lead confidentially, or ask the mentor for advice. If the Team Lead is the one constantly getting voted against, talking to the group or speaking to the mentor are the best options.

Attendance: Each team member is expected to attend all scheduled meetings on time. If a member is expected to not be present during a meeting, they must notify the group of their absence in a timely manner.

Missed Meetings: If a member has missed a meeting, they must provide an explanation of their absence, review the notes taken from that meeting, and follow up on tasks independently. In the case a member has missed additional meetings, the group will proceed in action to address the issue. This may be in the form of a meeting, involving team members, team mentor, and possibly the lead faculty member.

Conduct: Team members will treat each other with respect and keep meetings focused and professional. Conflicts will first be addressed privately, then in a team meeting, and escalated to the mentor or Capstone Organizer if unresolved. All members are expected to participate equally and not make design or code changes without team approval. Decisions will be made by consensus or majority vote if needed.

Tools and Document Standards

Version Control: GitHub is our version control system. Project members will pull and merge from the main branch before committing and pushing to their assigned branch. Then, they will create a pull request for any other member to approve.

Issue tracking: Our Task Tracker spreadsheet will track tasks or features that need to be implemented. Issues or bugs that must be fixed will be tracked via GitHub's Issues feature.

Word Processing and Presentation: Google's suite of features (Docs, Slides) are simple and accessible to everyone in the group, allowing for seamless collaboration.

Composition and Review: Again, the Task Tracker spreadsheet will help with assigning teammates to atomic tasks (i.e., tasks without "sub-tasks"), which includes specific sections of deliverables.