

1. **What are the three formats for documenting team member roles and responsibilities? (pp. 261)**
 - Hierarchical-type chart
 - Matrix based chart
 - Text oriented formats.
2. **What is a virtual team and what are their advantages? (pp. 271) Do you consider your team as a virtual team? why?**
 - The virtual team is a group of people with a shared goal who fulfill their roles with little or no time spent meeting face to face.
 - Yes, I consider my team as a virtual team due to the fact that we meet on a weekly basis and have a common goal (building our project) ergo, we are a virtual team.
3. **How to develop a project team? (pp. 275) How does that compare to your case?**
 - First, we need interpersonal skill, because interpersonal skills are behavioral competencies that include proficiencies such as communication skills, emotional intelligence, conflict resolution, negotiation, influence, team building, and group facilitation. Second, we need training because training raining includes all activities designed to enhance the competencies of the project team members. Third, we need Team building activities because team building activities are to help individual team members work together effectively. Forth, we need ground rules because ground rules, fifth colocation, sixth we need recognition and rewards, and finally we need personal assessment tools.
 - In our team we all asked each other about previous experience in order to find common grounds between team member, and we always match group members together in the order that we see that would be most collaborative and productive.
4. **How to manage a project team? (pp 279/282)**
 - Manage Project Team is the process of tracking team member performance, providing feedback, resolving issues, and managing team changes to optimize project performance. The key benefit of this process is that it influences team behavior, manages conflict, resolves issues, and appraises team member performance. It requires a variety of management skills for fostering teamwork and integrating the efforts of team members to create high-performance teams. Team management involves a combination of skills with special emphasis on communication, conflict management, negotiation, and leadership