	same time synchronous	**different time** asynchronous
same place co-located	**Face to face interactions** single display groupware, shared table, wall display, immersive rooms	**Continuous task** team rooms, large public display, shift work groupware, project management
different place remote	**Remote interactions** video conference, instant messaging, online chat-room, group editor, collaborative virtual environment	**Communication + coordination** email, blog, group calendar, wiki, version control, workflow management