- What is the difference b/w Synchronous and Asynchronous collaboration? Give an example of each.

  In asynchronous collaboration, the participants do not have to be working at the same time. E.g. Email.

  In synchronous collaboration, interactions among participants happen at near-real-time. E.g. instant message, electronic whiteboard.

- Give one example of:
    - A metaphor
        - Trashcan icon for recycle bin
    - A Software agent
        - Email spam filter
    - A Human agent
        - Travel agent
    - Batch processing
        - Renaming all the files in a directory
    - A sensor in the information/electronic world
        - Track of websites visited, time spent online etc.

- What is time sharing?
    Sharing computing resource among many users.