**Chapter Nine: Working in Teams**

**Quiz**

**Short Answer Questions**

Give brief answers to the questions below. Try not to refer to the book when answering:

1. What is Groupthink?

2. What problems arise in teams with members of different specializations? How would you deal with such problems?

3. As the leader of a project team how would you incorporate feedback in your project?

4. In what situations do you risk ‘scope creep’?

5. What is the difference between a ‘milestone’ and a ‘deliverable’?

**True/False Statements**

Decide if the following statements are true or false:

1. Conflict must be avoided at all costs in teamwork.

2. Effective business leaders need good interpersonal skills.

3. Minutes of meetings are an important record of the progress of a project.

4. You don't need to assign specific tasks to individual team members as long as everyone is cooperative and friendly.

5. Listening is an often underrated but essential aspect of communication.