

MEETING SCHEDULED

1. What went wrong here?

Ans.

I log out without notifying the supervisor

2. If you were super proactive in your communication, what would you have done? What message would you send your supervisor and when would you send this?

Ans.

I will notify the supervisor about the meeting after 15 mins if he hasn't shown up yet.

3. Draft the communications you would send to your supervisor and when you would send each of these communications.

Ans.

Hello sir/ma'am,

Our scheduled meeting today is 3pm as you assigned. I am sending this message in case you missed the schedule or forgot. Hoping for your understanding.

Sincerely yours,

Karl