# To cancel a meeting

If an employee wishes to cancel a meeting, they must choose the meeting based on the algorithm below to minimise damage to the company's efficiency on the P-Portal. We must remind staff that any cancelled meetings that are not up to the algorithm will cause penalisation.

**IF THE ALGORITHM SAYS YOU WILL CANCEL A MEETING WITH THE CEO THEN DO NOT CANCEL THAT MEETING AND INSTEAD CANCEL ANY OTHER MEETING WITHOUT REGARD TO THE ALGORITHM.**

If you have three meetings:
1. If the second meeting in the queue is with *Orange County Juice* or *Read Books* then cancel the meeting at the top of the queue.
2. Else, if *No Meeting Corporation* is present on the list then cancel the meeting at the top of the queue
3. Else, if *Brick Music* is not on the list then cancel the meeting at the bottom of the queue.
4. Else cancel the meeting second in the queue

If you have four meetings
1. If *No Meeting Corporation* is on the list with *In Metahouse*, then cancel the meeting with *In Metahouse*
2. Else, if *Purple TV* is on the list above *Reeded Books*, then cancel the meeting bottom of the queue
3. Else, if *Orange County Juice* is second to the bottom or is at the bottom of the list, then cancel the third meeting from the top of the queue.
4. Else, if *Brick Music* is not on the list then cancel the meeting at the top of the queue
5. Else cancel the meeting at the bottom of the queue.

If you have five meetings
1. If *In Metahouse* is on the list and the day today is the Tuesday, then cancel the meeting third from the bottom of the queue
2. Else, if *Purple TV* is on the list with *Sea-Aeroplanes* and with *Read Books*, then cancel the meeting second from the top of the queue
3. Else, if there are no meetings titled *CEO*, then cancel the meeting with the least amount of vowels in the company's name (*y does not count*).
4. Else, if *No Meeting Corporation* is on the list but not on the the top or the bottom of the queue, then cancel the fourth meeting from the bottom of the queue.
5. Else cancel the meeting second from the bottom of the queue.

If you have six meetings
1. If *Sea-Aeroplanes* is not on the list but *In Meeting Corporation* is on the list, cancel the fifth meeting from the top of the queue
2. Else, if today is Wednesday or Sunday and *Purple TV* is not the last meeting in the queue, then cancel the meeting at the top of the queue
3. Else, if *Orange County Juice* is on the list with *Reeded Books*, then cancel the third meeting from the top of the queue

4. Else, if *Brick Music* not on the list, then cancel the second meeting from the bottom of the queue
5. Else cancel the first meeting from the bottom of the queue