

Meeting Scheduled

Your supervisor wanted to meet with you at 3 pm (over Zoom) to go over a few items. It's 3:05 pm now but your supervisor hasn't shown up yet. It's now 3:15 pm now and your supervisor still hasn't shown up yet. You log off from Zoom and continue with your work.

Please answer the following questions:

- 1. What went wrong here?**
- 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?**

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

Supervisors can be busy, and they may have forgotten. The correct approach should be to send a friendly message that I am at the Zoom meeting and am waiting for them. I think an email may not be appropriate, so a message on Slack or Discord should be enough.

Another thing is that it should be possible to work while waiting on Zoom.

Hi, Supervisor. I am waiting at the Zoom meeting right now. I'll continue my work in the mean time.
< smiley face >