

## 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?

I logged off from Zoom and continue with my work without waiting for my supervisor to log in.

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?

I would probably notify him around 10-15 minutes before the meeting.

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

*To Supervisor,*

*Hello, I just want to notify you about the meet-up over Zoom later at 3 pm where you wanted to meet with me and talk about going over a few items.*

*Thank you.*

*Respectfully,  
Evangel Daping*