**Meeting Scheduled**

Your supervisor wanted to meet with you at 3pm (over Zoom) to go over a few items.  It’s 3:05pm now but your supervisor hasn’t shown up yet.  It’s now 3:15pm 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 didn’t have any consideration to my supervisor or even message him to ask if the meeting will still go on.

1. 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 message my supervisor in after 5 mins of the said meeting and ask if the meeting will still go on so that I’ll just minimize my zoom and continue my work and just go back to zoom if the meeting will start.

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

Hi, I would just like to ask if you will still come to the meeting so that we will just go on standby and wait for you to start the meeting. Hoping for your fast response, thank you.