**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.

What went wrong here?

1. If you were super proactive in your communication, what would you have done?
   1. **I will wait for another 30 minutes or more because that was my supervisor.**
2. What message would you send your supervisor and when would you send this?
   1. **I will message my supervisor about the zoom meeting when he/she hasn’t still showed up after 15 minutes from the said scheduled time.**

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

**I will politely remind my supervisor 30 minutes or 1 hour before the meeting for saying “Good day Mr. Supervisor, there will be a meeting via zoom at 3 PM to go over a few items”**

**If my supervisor doesn’t show up from the said meeting then I will email my supervisor regarding the meeting.**