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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?
   1. The employee didn’t ask the supervisor for an update for the meeting during 3:00pm – 3:15pm.
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?
   1. I will chat my supervisor 3:10pm asking what could have happen or if the schedule is moved.
   2. Message: Hi boss, I am in the zoom meeting room right now for our 3:00pm meeting, is there a change for the meeting or schedule? Thanks.

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

I would send 2 messages @ 3:10 and @ 3:15-20

3:10 pm: Hi boss, I am in the zoom meeting room right now for our 3:00pm meeting, is there a change for the meeting or schedule? Thanks.

3:20pm: Hi boss, it seems that you are busy or doing something, I am still at the zoom meeting room. I will wait for you and for the meantime I will continue to do my existing project. I hope you are fine.