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?

* Supervisor was unable to attend at that specific time.

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 will email/chat the supervisor about the meeting running late so I log off from Zoom.
* I would message my supervisor at 3pm, regarding his/condition. I would also ask if the meeting will continue or not.

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

**Sample Email:**

To: Mr. Michael,

Good day Mr. Michael, I just want to follow up about our meeting today that was scheduled at 3pm, it is 15 minutes after the scheduled meeting. I was just wondering if you are still coming to our meeting. If it is ok on your side, would it be ok if we reschedule the meeting?

Hope everything is well on your end. Looking forward for our meeting.

Sincerely,

Ivan Christian Jay Funcion