

WENDELL C. HERNANDEZ

### **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?**

First you should send a message to your supervisor first to know what is going on. And should at least wait for at least 30 min before leaving and sending another message to your supervisor about rescheduling the meeting.

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

3:05 PM - Reminder Message:

Hi sir [Supervisor's Name], Just a quick reminder about our scheduled Zoom meeting at 3 PM. Looking forward to our discussion.

3:30 PM - Reschedule Proposal:

Hi sir [Supervisor's Name], It seems we might have missed each other for our 3 PM meeting. If there's a better time for you today or another day this week, please let me know when we can reschedule.