ISABEL ASSIST

Scheduling meetings

Calendar and communication sample

Independent sample project. All businesses, people, situations and data are fictional.

Brief

A business owner wants to arrange a 30-minute online meeting with a new customer. My role is to offer verified available slots, collect the customer's preference and prepare for the meeting.

Incoming email or task

Hi! I'd like to discuss your services next week. Tuesday or Wednesday would work well for me. Could we arrange half an hour? Best wishes, Laura

Verified scenario information

- The owner has authorised offering 9 March 2027 at 11:00 or 10 March 2027 at 14:00. Both times are local time in Estonia.
- The meeting lasts 30 minutes. Current calendar availability has been checked, but no time has been confirmed.
- A video meeting invitation will be sent after the customer chooses a slot and availability is checked again.

Prepared email

Subject: Available times for a 30-minute introductory meeting

Hi Laura,

Thank you for your interest. We can offer the following times, all in local time in Estonia:

• Tuesday, 9 March, 11:00–11:30;
• Wednesday, 10 March, 14:00–14:30.

Please let me know which time suits you best. I'll check availability once more and send a confirmation with the online meeting link.

You're also welcome to add a few lines about what you'd like to discuss, so we can prepare for our conversation.

Best wishes,
Isabel
Assistant at Kaar Konsultatsioonid

Preparing for the meeting

Sample business Kaar Konsultatsioonid

Sample case KOHT-DEMO-01. The customer's choice is still pending; the plan below does not mean a meeting has been added to the calendar.

Scheduling and action overview

Action	Status	Next step	Owner
Offer two slots	Sent to customer	Await Laura's choice	Isabel
Check chosen slot	Pending	Check calendar before confirming	Isabel
Calendar invitation	Not drafted	Add time, participants and approved video link	Isabel

Draft meeting agenda

- 5 minutes: introductions and the customer's goal.
- 15 minutes: discuss needs, expectations and possible scope of work.
- 10 minutes: questions and agreed next steps.

Handover and next step

The customer has been offered two verified time slots. After their reply, I will recheck the chosen slot, send an invitation and record the booking as confirmed. If the slot is no longer available, I will offer alternatives approved by the owner.

No real calendar has been accessed or event created. An invitation is not sent without the customer's choice and an availability check.