

# WEEKLY ACTIVITIES STATUS REPORT

[04 – 9 March 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS AND IMPACT
04 Mar	1. Designing flyer of TECSID scholarship	<ul style="list-style-type: none"> <li>Prima designed flyer of scholarship to study in Taiwan 2019 which will be announce to TECSID Instagram and several high school degree's social media around Surabaya.</li> </ul>	<ul style="list-style-type: none"> <li>Promote to social media of several senior high school in Surabaya and Malang.</li> </ul>
	2. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>Fitria visited to TECSID and asked about ICDF scholarship. She also asked some universities which has information management department for master degree.</li> <li>Ruben asked via email to TECSID about information of HES scholarship program for this semester.</li> </ul>	<ul style="list-style-type: none"> <li>Sent an email to her about guidelines of ICDF scholarship and university that join to this program.</li> <li>Impact: a day only solve 2 clients.</li> </ul>
	3. 2019 Taiwan Higher Education Fair Preparation	<ul style="list-style-type: none"> <li>Prima asked to Wendy via Whatsapp number relate to which university from Taiwan will join this event. Wendy said that the universities just asked and still not decided yet.</li> </ul>	<ul style="list-style-type: none"> <li>Follow up this information to prepare THEF facilities.</li> </ul>
05 Mar	1. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>Joshua Benedicto contacted to Prima via Whatsapp number about required document for applying master degree to MBA department. Send a document of admission guidelines to Joshua via Whatsapp.</li> <li>Muhammad bagus contacted to TECSID's email and asked about nursing department</li> </ul>	Impact: a day only solve 2 clients.
	2. Advancement	<ul style="list-style-type: none"> <li>Prima requested and paid promote to Indonesia Beasiswa media social to promote about Study in Taiwan and Taiwan Government Scholarship to Instagram social media. Information has been informed in this account.</li> </ul>	<ul style="list-style-type: none"> <li>See the impact of TECSID branding promotions. if you can increase the number of visitors and student contacts, it can be done for THEF events.</li> </ul> <p>IMPACT: A week more than 30 accounts visit our social media promotion a week.</p>
	3. 2019 Taiwan Higher Education Fair Promotion	<ul style="list-style-type: none"> <li>Prima contacted to SMAK St. Albertus Malang and Bina Bangsa School for promotion about Taiwan Education Center and THEF 2019 in UNISMA event via Whatsapp.</li> </ul>	<ul style="list-style-type: none"> <li>Follow up to those secondary degree school with send a proposal.</li> </ul>
	4. Office maintenance	<ul style="list-style-type: none"> <li>Maintenance service of air conditioner in TECSID office.</li> </ul>	
06 Mar	1. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>Muhammad Bagus asked to TECSID whatsapp number, he interested to</li> </ul>	<ul style="list-style-type: none"> <li>Muhammad Bagus already get an email the detail universities and</li> </ul>

		<p>continue his master degree in nursing faculty.</p> <ul style="list-style-type: none"> <li>• Arman contacted and asked via Whatsapp number about health report that need to submit in NCU and ICDF scholarship application.</li> <li>• Dania visited TECSID Office to ask MOE Scholarship and AU university admission especially about Foreign Language Department.</li> </ul>	<p>department information.</p> <ul style="list-style-type: none"> <li>- Asked to NCU manager of ICDF and already got the information.</li> </ul> <p>Impact: a day only solve 3 clients.</p>
	<p>2. 2019 Taiwan Higher Education Fair</p> <p>A target: get a detail information about venue, participant universities from Taiwan.</p>	<ul style="list-style-type: none"> <li>• Prima contacted to SMA Brawijaya Smart School Malang for promotion about Taiwan Education Center and THEF 2019 in UNISMA event via Whatsapp.</li> <li>• Wendy contacted to Prima and asked about the venue in UNAIR and UNISMA. The venue in UMY already done by Prof. Chen.</li> <li>• Prima contacted to UNISMA about confirmation letter for space loan.</li> </ul>	<ul style="list-style-type: none"> <li>- Follow up to a secondary degree school with send a proposal for sharing session.</li> <li>- Follow up a total universities that will join to THEF 2019.</li> </ul>
07 Mar	<p>1. Costumer Service</p> <p><b>A day target</b> to problem solving for 5 clients.</p>	<ul style="list-style-type: none"> <li>• Patricia informed to TECSID via Whatsapp that she already paid registration fee and applied scholarship to NTUST. She also asked about the date and the next step after announcement of scholarship from NTUST.</li> <li>• Nurfitri contacted via Whatsapp number and asked about required documents for AU and Dong Hwa admission.</li> <li>• Joshua contacted via Whatsapp that he already tried to apply in Tamkang University</li> </ul>	<ul style="list-style-type: none"> <li>- Follow up Patricia's result after announcement of NTUST's scholarship.</li> </ul> <p>Impact: a day only solve 3 clients.</p>
	<p>2. Bali's Day of Silence and Hindu New Year (Holiday)</p>	<ul style="list-style-type: none"> <li>• Posted Bali's Day of Silence and Hindu New Year in Instagram of TECSID.</li> </ul>	-
08 Mar	<p>1. Costumer Service</p> <p><b>A day target</b> to problem solving for 5 clients.</p>	<ul style="list-style-type: none"> <li>• Dania asked about MOE scholarship, NCU application form, and AU deadline of admission by Whatsapp.</li> <li>• Parents named Vita contacted and asked about some universities that open registration about international engineering program for bachelor degree.</li> <li>• Estu visited to TECSID office to ask about ICDF scholarship. She want to apply to NCU university. She also asked about MOE Scholarship that will be end on March 31. Then send an email to her about all of the procedure for each document.</li> </ul>	<p>Impact: a day only solve 3 clients.</p>

	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prepare some promotion letter of THEF 2019 to 5 universities around Malang and Surabaya.</li> <li>● Send an email to UNISMA again about loan space.</li> </ul>	Send all letter about THEF event to 2 universities in Malang
	3. Hiring assistant	<ul style="list-style-type: none"> <li>● Prima contacted to Wendy and Prof Chen about Ms. Xiao Guo Mey's contact information.</li> <li>● Then, Prima asked to Ms. Xiao Guo Mey about interview schedule with Prof. Nyoman that will be held on Tuesday, March 12.</li> </ul>	Informed to Prof Nyoman about the response from her.
	4. Financial Report	<ul style="list-style-type: none"> <li>● Make a financial report for beginning of March</li> </ul>	

[Mar 11 to Mar 30]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
11 Mar	1. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Arman asked about application form for registration to NCU and Tamkang university by whatsapp number.</li> <li>● Estu asked about some documents that need to send need some stamp from university</li> <li>● Qonita asked to Whatsapp number about MOE Scholarship program. She interested applying to NKUHT for her master degree program for Foreign Language department.</li> </ul>	Follow up all the clients about their application study to Taiwan Impact: a day only solve 3 clients.
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima contacted to UNISMA and resend a letter for loan space. Ms Novi asked if their deputy dean of UNISMA still praying to Mecca.</li> </ul>	
12 mar	1. Costumer service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Dania asked about some documents for applying to NCU and National Dong Hwa University. She also visited to TECSID office and asked about fill in document for application form.</li> <li>● Risky and Willy visited to TECSID office to ask about details information of Taiwan Scholarship and kind of universities that offered Communication department and Law department with English program for master degree.</li> </ul>	Impact: a day only solve 2 clients.
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima designed a Term of Reference for UNISMA and UNAIR.</li> </ul>	- Contacted to Wendy to ask the detail number of participants

			<ul style="list-style-type: none"> <li>- Contacted to Deputy of Dean to confirm this event.</li> </ul>
	3. Hiring an assistant in TECSID	<ul style="list-style-type: none"> <li>● Prof. Nyoman, Prima, and Ms. Aprillia (AGE Staff) met with Mrs. Mei to interview and inform the details job description</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
13 Mar	1. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Joshua asked about Tamkang required documents to send to TETO Jakarta.</li> <li>● Nurfitri asked about Asia University the details information about recommendation letter</li> </ul>	<ul style="list-style-type: none"> <li>- Impact: a day only solve 2 clients.</li> </ul>
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima contacted to ITN Malang to promote THEF 2019 event. ITN Malang already accepted my event about info session: sharing about Taiwan Scholarship.</li> <li>● Editing a Term of Reference for UNISMA.</li> </ul>	<ul style="list-style-type: none"> <li>- Print some poster about THEF 2019 to give ITN Malang's event participant</li> <li>- Make a poster and post it in Instagram of TECSID.</li> <li>- Contacted Wendy about the detail number of participant.</li> </ul>
	3. Hiring an assistant in TECSID	<ul style="list-style-type: none"> <li>● Mrs. Mei told about her confirmation to join in TECSID</li> </ul>	<ul style="list-style-type: none"> <li>- Contacted to Prof Nyoman about this confirmation then contact Mrs. Mei to tell if Monday she can start her job.</li> </ul>
14 Mar	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● ITN Malang send a confirmation letter to hold info session about Taiwan scholarship event in there.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
	2. Info session: sharing study and scholarship in Taiwan	<ul style="list-style-type: none"> <li>● Preparing material for presentation.</li> <li>● Design some flyer about this event promotion.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
	3. costumer service	<ul style="list-style-type: none"> <li>● Estu asked about ICDF announcement result time.</li> <li>● Joshua asked about certified document by Taiwan embassy</li> <li>● Dania asked about financial statement to apply in National Dong Hwa University and Asia University by Whatsapp number.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
15 Mar	1. Info Session Taiwan Scholarship and Study in Taiwan	<ul style="list-style-type: none"> <li>● Prima contacted to Deputy dean of ITN Malang and confirmed that event will be hold according to the time on the proposal letter.</li> <li>● Designed flyer about this event.</li> <li>● Preparing presentation material slide for this event.</li> </ul>	<ul style="list-style-type: none"> <li>- Preparing some poster to show in that event.</li> <li>-</li> </ul>
	2. coordination for a new staff	<ul style="list-style-type: none"> <li>● Ms. Aprillia visited to TECSID and coordinate with Prima about a job guideline for a new assistant and next qualification if needed a new staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Prepare guideline for a new assistant.</li> </ul>

	3. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Unisma responded letter of confirmation for a co-hosting THEF 2019 in Unisma</li> </ul>	<ul style="list-style-type: none"> <li>- Follow up and send a Term Of Reference of the event</li> </ul>
18 Mar	1. Info session: sharing study and scholarship in Taiwan	<ul style="list-style-type: none"> <li>● Prima went to ITN Malang to promotion and presentation about THEF 2019 and study in Taiwan.</li> </ul>	<ul style="list-style-type: none"> <li>- Participant target 100 persons/a room</li> <li>- Participant join to event: 89 persons/a room</li> </ul>
	2. First Attendance of assistant TECSID	<ul style="list-style-type: none"> <li>● Melissa attendance to TECSID office</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
	3. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima received letter of acceptance for the education fair event in Unisma</li> </ul>	<ul style="list-style-type: none"> <li>- Send an email to Unisma and letter for preparation meeting with Unisma.</li> </ul>
19 Mar	1. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Alki visit to TECSID office asked about VISA requirement and Melissa asked him to contact Prima via Whatsapp or email.</li> <li>● Rudy visit to TECSID office asked about VISA requirement, application form and Melissa asked him to go to TETO.</li> </ul>	<ul style="list-style-type: none"> <li>- Already send to Alki form about application VISA for fellowship intership program in Chang Gung Hospital in Taiwan for a year.</li> <li>- <b>No actions</b>, he didn't contact TECSID for further.</li> </ul> <p>Impact: can solve problem from 2 clients/day</p>
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima edited and updated Term of Reference for UNAIR and poster for UNISMA</li> <li>● Asked to Wendy about venue in UMY, Prima contacted Mr. Yordan to coordination about the event.</li> <li>● Asked to UMY staff about collaboration as a cohosting the education fair event.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
20 Mar	1. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Bima Prihasto visited to office and asked about letter legalization about his children born in Taiwan.</li> <li>● Abdul Rohman visited to Office and asked about dual degree program join with NTU and MCUT</li> <li>● Retno visited to office and asked about research join program in Airlangga University Hospital with Chung Yuan Christian University</li> <li>● Sarah visited to office and asked about list of university and department for master program with English.</li> </ul>	<ul style="list-style-type: none"> <li>- Informed to him about contact person of Kemenlu in Indonesia.</li> <li>- Already contact with OIA and collaboration in NTU and MCUT.</li> <li>- Has been contact to AGE for research collaboration division.</li> <li>- Melissa listed university and department for her and send email.</li> </ul> <p>Impact: can solve problem from 4 clients/day</p>
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima contacted Wendy and asked about the itinerary all delegates, total delegates, and what kind needs to prepare for the event.</li> <li>● Send a Term of Reference to UNAIR, UMY, and UNISMA.</li> <li>● Designed poster for all cities (each education fair event).</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>

21 Mar	1. Costumer Service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Dania visited to office and asked about Asia University Taiwan about requirement document and verification of financial statement.</li> <li>● Rachmadi asked about doctoral program for electrical engineering with English taught. He interested to apply next semester after promotion in ITN Malang on March 18, 2019</li> <li>● Maya asked about MOE application form to apply master degree program.</li> <li>● Joshua asked about financial statement from Bank</li> </ul>	<ul style="list-style-type: none"> <li>- Already explain her to go to TETO Surabaya for verification document.</li> <li>- Melissa updated list of university department for master program in fisheries department.</li> <li>- Prima listed to him and send email to him.</li> <li>- Already explain to her about her problem.</li> <li>- Asked him to print header letter with bank logo.</li> </ul>
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima arranged budget plan for the event.</li> <li>● Finding bus agency for travel all delegates during the event.</li> </ul>	-
22 Mar	1. costumer service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Maya asked about the deadline for Taiwan scholarship, she already apply to NCU but her diploma certificate in English version has not been finish yet.</li> <li>● Diah from Language Centre in UNAIR asked about poster or flyer for Mandarin Program.</li> <li>● Rian sukarna asked about admission procedure for master degree in Taiwan</li> <li>● Sholehuddin asked about bachelor degree in English program and also scholarship procedure.</li> </ul>	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima survey souvenirs, photo booths, backdrops for all education fair cities.</li> <li>● Asked Meilissa to find food with Chinese style</li> <li>● Wendy send the details needs for all delegates during the education fair</li> </ul>	-
25 Mar	1. costumer service <b>A day target</b> to problem solving for 5 clients.	<ul style="list-style-type: none"> <li>● Joshua asked about quota specification for Tamkang University</li> <li>● Maya asked about the possibility of expand of registration period.</li> <li>● Ana asked about TETO Jakarta contact address</li> </ul>	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima asked to Wendy all universities list to design signature wall.</li> <li>● Revised budget plan for THEF 2019</li> <li>●</li> </ul>	-
26 Mar	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima went to Malang, contacted to Atria Malang Hotel for dinner.</li> <li>● Melissa contact to some restaurant in Surabaya to ask price of lunch box with Chinese style food and snacks</li> <li>● Contacted to some printing in Surabaya to make souvenir handbag for guests</li> </ul>	-

		<ul style="list-style-type: none"> <li>● Make a budget list for THEF 2019</li> </ul>	
	2. costumer service	<ul style="list-style-type: none"> <li>● Joshua asked about TOEFL score for applying to Tamkang University by Whatsapp.</li> <li>● Nurfitri asked about Asia University with major Management and business by whatsapp.</li> </ul>	-
28 mar	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima contacted with Wendy and arrange about budget list, restaurant, and venue.</li> <li>● Melissa contacted to SMAK St. Hendrikus to invite them to THEF 2019</li> <li>● Contacted to bus company about availability of some bus for 23-27 April 2019</li> <li>● Contacted to digital printing and gave detail files for souvenir handbags.</li> <li>● Contacted to Harris Hotel and Four Point Hotel for Gala dinner</li> </ul>	-
	2. costumer service	<ul style="list-style-type: none"> <li>● Lina asked to Prima's whatsapp for applying visa to Taiwan for student visa</li> <li>● Dyah from Mandarin Language Center in UNAIR asked about poster and billboard.</li> <li>● Make some poster and billboard for Mandarin Language Center in UNAIR</li> </ul>	-
29 mar	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Contacted with Wendy about itinerary of Taiwan delegates, venue, and transportation for all Taiwan delegates.</li> <li>● Revised Term of Reference for UMY and UNAIR.</li> <li>● Meeting with UNAIR event staff about THEF 2019 with Melissa and Prima.</li> <li>● Melissa contacted to some Senior High School in Surabaya to participate in THEF 2019</li> </ul>	-
	2. costumer service	<ul style="list-style-type: none"> <li>● Bagus asked to Prima Whatsapp number about nursing degree program for master study and NTU application.</li> <li>● Fany from ITN Malang, asked to Whatsapp number about computer science and engineering program for master degree, she interest to Asia University.</li> </ul>	-
30 Mar	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Met with Yordan and Taufik from UMY, Prima went to UMY for meeting and discussing about THEF event 2019.</li> <li>● Contacted with Andy to discuss about schedule in Yogyakarta.</li> <li>● Contacted with Wendy and discussing about dinner and venue in Yogyakarta, gala dinner in Surabaya.</li> </ul>	-

	2. financial report	● Fixing a financial report for March 2019	-
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