

# WEEKLY ACTIVITIES STATUS REPORT

[01 – 5 Apr 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
01 Apr	1. Designing flyer of TECSID information	<ul style="list-style-type: none"> <li>Prima designed flyer of TECSID brochure information</li> </ul>	- Need to share during THEF 2019 event
	2. Costumer Service	<ul style="list-style-type: none"> <li>Nurroyul visited to TECSID office to ask about THEF event</li> <li>Yenny, a parent of senior student school ask about VISA</li> </ul>	-
	3. 2019 Taiwan Higher Education Fair Preparation	<ul style="list-style-type: none"> <li>Prima coordinate with UNISMA staff about the event, negotiated about the budget event</li> </ul>	- Follow up this information to prepare THEF facilities.
02 Apr	1. Costumer Service	<ul style="list-style-type: none"> <li>Muhammad bagus contacted to TECSID's whatsapp number about scholarship application.</li> <li>TETO Surabaya asked to TECSID to promote about study in Taiwan to UPN Veteran Jatim Surabaya.</li> </ul>	-
	2. 2019 Taiwan Higher Education Fair Promotion	<ul style="list-style-type: none"> <li>Prima contacted to SMAN 5 Surabaya to coordinate about their students have to join in THEF event</li> </ul>	- Follow up to those secondary degree school with send a proposal.
	3. Office maintenance	<ul style="list-style-type: none"> <li>Maintenance service of sanitary in TECSID office</li> </ul>	
03 Apr	1. Costumer Service	<ul style="list-style-type: none"> <li>Arman contacted and asked via Whatsapp number about financial statement</li> <li>Dinar asked via Whatsapp number about THEF event in Yogyakarta and Taiwan scholarship.</li> </ul>	
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>Prima contacted to Muhammadiyah 2 Surabaya to join in the THEF 2019 event</li> <li>Arrange budget plan of THEF 2019 event.</li> <li>Prima contacted to UNISMA about quotation offered of THEF 2019.</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>
04 Apr	1. Costumer Service	<ul style="list-style-type: none"> <li>Nurfitri contacted via Whatsaap number and asked about AU application procedure.</li> <li>Zakia contacted via Whatsapp number and asked about AU registration by email. She didn't get replying of her application by email.</li> </ul>	- Follow up Patricia's result after announcement of NTUST's scholarship.
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>Coordinate with UNAIR staff about THEF 2019 event in UNAIR. Coordination about event, facilities, dan publication.</li> </ul>	-

05 Apr	1. Costumer Service	<ul style="list-style-type: none"> <li>● Parents named Lisa contacted by Whatsapp number about their</li> <li>● Bu Dyan from ITN Malang contacted to Whatsapp number about her application procedure in National Dong Hwa University.</li> <li>● TETO Surabaya asked about confirmation promotion date in TETO Surabaya.</li> </ul>	
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima prepared some promotion letter of THEF 2019 to universities around Malang and Surabaya.</li> <li>● Send an email to UNISMA again about loan space.</li> <li>● Revised Term Of Reference of THEF 2019</li> </ul>	

[Apr 8 to Apr 12]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
8 Apr	1. Costumer Service	<ul style="list-style-type: none"> <li>● Qonita asked to Whatsapp number about MOE Scholarship program announcement date.</li> </ul>	
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima contacted to UNISMA and UMY resend a letter for loan space.</li> <li>● Prima coordinated about the event day in Yogyakarta with Taufik, a staff in UMY event.</li> <li>● Coordinated with Wendy about all of stuff that have to prepare for THEF event.</li> </ul>	
9 Apr	1. Costumer service	<ul style="list-style-type: none"> <li>● Rizka a student of Narotama University asked about announcement and further step of applying in NTOU universities.</li> </ul>	
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima went to souvenir company to negotiate price of souvenir THEF 2019, souvenir that want to make such as tote bag and blocknotes.</li> </ul>	-

10 Apr	1. Costumer Service	<ul style="list-style-type: none"> <li>● Mr. Effendy from ITN Malang asked about computer science and engineering program for doctoral degree.</li> <li>● Jihan from ITN Malang interested with AU program of computer science program. She contacted to Prima's whatsapp how to register and apply it.</li> </ul>	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Melissa contacted to SMAK St. Hendrikus to join in THEF 2019 event.</li> <li>● Edited rundown event of UNAIR, UMY, and UNISMA.</li> <li>● Reserve and negotiate with restaurant and hotel for dinner in Yogyakarta and Surabaya.</li> <li>● Negotiate with bus company about the schedule and price.</li> <li>● Print some poster and brochures of THEF 2019.</li> <li>● Send some poster around surabaya</li> </ul>	-
11 Apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima coordinated with Unair staff for preparation of THEF 2019.</li> <li>● Check venue and negotiate with event and facilities crews.</li> <li>● Melissa contacted to SMAK Gloria 2 Surabaya to join to THEF 2019 event</li> </ul>	-
	2. costumer service	<ul style="list-style-type: none"> <li>● Estu asked about ICDF announcement result time.</li> <li>● Rahma asked by Whatsapp number about VISA procedure.</li> <li>● Rio asked by Whatsapp number about overseas Chinese student application,</li> </ul>	-
12 Apr	1. TETO Jakarta visited and met with TECSID staff and UNAIR staff	<ul style="list-style-type: none"> <li>● Ms. Grace Ou came and visited to TECSID office and meeting with Prof. Nyoman, Prof. Dian, and Mandarin language center in UNAIR.</li> <li>● Prepare material of presentation to promotion in TETO Surabaya.</li> </ul>	
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● UNISMA contacted to Prima and asked about payment of the event. Prima explained the detail payment method.</li> <li>● Designed a backdrop and billboard for THEF 2019 event.</li> </ul>	-
13 Apr	1. Costumer service	<ul style="list-style-type: none"> <li>● Jainuddin asked to Prima Whatsapp about Taiwan scholarship for the second application on September.</li> <li>● Fajar from Universitas Brawijaya asked about application procedure in NTU</li> </ul>	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Went to bus company to pay down payment for Surabaya to Malang bus transportation.</li> <li>● Coordinated with Andy and Wendy about time schedule and rundown of event in UNAIR, UMY, and UNISMA.</li> </ul>	-

14 apr	1. Visited to TETO Surabaya for promotion of Study in Taiwan to UPN Veteran Jawa Timur Surabaya students	<ul style="list-style-type: none"> <li>● Prima went to TETO Surabaya to participate and promote about study in Taiwan to UPN Veteran Jawa Timur students.</li> </ul>	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima went to souvenir company to accept 1500 pieces of souvenir packages and pay a full payment.</li> <li>● Prima contacted to Wendy about list of delegates from Taiwan to make sure and arrange of simcards.</li> <li>● Asked about list of universities that join to the education fair.</li> <li>● Melissa send some documents about letter of invitation around Surabaya</li> </ul>	-
15 Apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Prima paid a down payment of restaurant for dinner and gala dinner.</li> <li>● Coordinated with hotel and restaurant for preparation of dinner and Gala dinner.</li> <li>● Send some documents about letter of invitation around Surabaya, Malang, Yogyakarta.</li> <li>● Coordinated with Unair staff and UMY staff for finalization about THEF 2019.</li> <li>● Visited to SMAK Gloria and St. Hendrikus about their participation to THEF 2019.</li> <li>● Contacted some media television, online, and news for press release of THEF 2019 event.</li> </ul>	-
	2. Costumer Servie	<ul style="list-style-type: none"> <li>● Mada contacted to Prima from Diponegoro University about the detail THEF 2019 event in Yogyakarta.</li> <li>● Ika contacted about registration procedure to apply in THEF 2019 in Yogyakarta.</li> </ul>	-
16 Apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Contacted to MAN 2 Malang to invite them to join in THEF 2019. The closest senior high school from UNISMA</li> <li>● Send documents of invitation to Surabaya and Malang</li> <li>● Revised budget plan after got update information about door prize gifts.</li> <li>● Surfed on internet about price of laptop, cellphones, and powerbank with Melissa.</li> <li>● Contacted to SMA Muhammadiyah 7 Surabaya about their participation to THEF 2019 event in UNAIR. From the school rejected us because at that day still on exam day that held by Indonesia government.</li> </ul>	-

		<ul style="list-style-type: none"> <li>● Contacted to SMAN 20 Surabaya as a national senior high school about their participation to THEF 2019 in UNAIR. From the teacher and head of school rejected because at that time their students still on final national exam.</li> <li>● Send invitation letter to President of Unair to give a speech in Airlangga education fair.</li> <li>● Send invitation letter to head of educational division in Surabaya to give a speech in UNAIR fair.</li> <li>● Melissa went to restaurant to check price of lunch and dinner box for Taiwan delegates.</li> </ul>	
	2. Costumer Service	<ul style="list-style-type: none"> <li>● Dilla asked to Whatsapp about the detail event, list of campus participant, fee, and time of THEF event in Surabaya.</li> <li>● Johan asked to Whatsapp about the detail event on UMY Yogyakarta.</li> <li>● Nabila asked to whatsapp number about UMY education fair.</li> <li>● Dyan a lecturer of Universitas Negeri Yogyakarta asked</li> </ul>	-
17 Apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Check all the details of education fair with Wendy.</li> <li>● Coordinated with Andy and Wendy for final coordination to held education fair in 3 cities.</li> <li>● Activated simcards for all Taiwan delegates.</li> <li>● Went to market to buy door prize gifts.</li> <li>● Went to printing company to get lucky draw tickets, 3000 pieces for 3 cities.</li> <li>● Send souvenir and all logistics to UMY and UNISMA.</li> <li>● Coordination with UNAIR, UMY, and UNISMA for finalization of THEF 2019.</li> </ul>	-
	2. costumer service	<ul style="list-style-type: none"> <li>● Sonya asked about UMY education fair registration and fee, list of campus participants.</li> <li>● Yohannes asked about Unair education fair, he was from SMAK St. louis Surabaya.</li> <li>● Dita asked about Unair education fair application, she is from ITATS.</li> </ul>	-
18 Apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Melissa contacted and reconfirmed with SMAK Gloria 2 Pakuwon City and SMAK St. Hendrikus.</li> <li>● Melissa contacted and reserved dinner and lunch box for Taiwan delegates.</li> <li>● Prima asked to Melissa to send some documents to VIP guests of UNAIR.</li> </ul>	-

		<ul style="list-style-type: none"> <li>● Prima contacted to Muhammadiyah 2 senior high school and 4 Senior High School to participate to THEF 2019.</li> </ul>	
19 Apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Recheck all of details needed during THEF 2019 in Yogyakarta, Surabaya, and Malang.</li> <li>● Reconfirm all companies and all co-host universities.</li> </ul>	-
22 apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Recheck venue and send all latest logistics for education fair in Yogyakarta.</li> <li>● Reconfirm bus company and venue, restaurant for dinner.</li> </ul>	-
23 Apr	1. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Recheck venue with Yordan and visited to Sportorium at midnight after dinner time.</li> <li>● Recheck all details of education fair in Yogyakarta</li> <li>● Coordinate and keep in touch with Melissa and Unair staff to prepare next fair in UNAIR.</li> </ul>	-
24 apr	2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Education fair in Yogyakarta</li> <li>● Went back earlier to prepare dinner box for all delegates and pick up all delegates who departed on 18:00. However, flight schedule cancelled.</li> <li>● Prepare and check venue in UNAIR</li> </ul>	-
25 apr	2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>● Education fair in Surabaya.</li> <li>● Went to Novotel to help and arrange transportation for all delegates.</li> <li>● Went to Harris hotel to gala dinner.</li> </ul>	<p>4 senior high schools participated to UNAIR fair.</p> <ul style="list-style-type: none"> <li>- SMAK ST. HENDRIKUS,</li> <li>- SMAK Gloria 2 Pakuwon city</li> <li>- SMA Muhammadiyah 2 Surabaya</li> <li>- SMAN 4 Surabaya</li> </ul> <p>Even totally the students less than 200 students (it happen cause of national exam day)</p>
26 apr	2019 Taiwan Higher education fair	<ul style="list-style-type: none"> <li>● Education fair in Malang</li> <li>● Went to Atria Hotel</li> </ul>	<p>6 senior high schools participated in this event</p> <ul style="list-style-type: none"> <li>- MAN 2 Malang</li> <li>- SMK ISLAM BATU MALANG</li> <li>- SMA 4 Malang</li> <li>- SMA Tazkia</li> <li>- SMAI Ma'arif Singosari</li> <li>- MA Ma'arif Malang</li> </ul> <p>Total 210 students participated to the event in 2 parts section. However in afternoon many students come</p>

			back to school because they have Islamic lesson schedule.
29 Apr	A day off	●	
30 apr	1. Fixing weekly report and fixing payment for all education fair venues	● Prima created weekly report of April and contacted to each university to provide invoice and fixing all payment.	
	2. Costumer service	<ul style="list-style-type: none"> <li>● Zakki asked about application to study in Taiwan from Malang, he is from Universitas Negeri Malang.</li> <li>● Tika asked by Whatsapp number about study in Takming University for electrical engineering, she is from UNISMA.</li> <li>● Fajar asked about THEF 2019 in Jakarta or Bandung.</li> <li>● Diah asked about program degree of design and architecture study in master degree program.</li> <li>● Habib asked about English linguistic program by whatsapp number, he is from Universitas Negeri Surabaya.</li> <li>● Tommy from Universitas Hang Tuah Surabaya asked by whatsapp number about Taiwan scholarship and application procedure.</li> <li>● Priska asked about NTNU scholarship and mandarin language study in Taiwan.</li> </ul>	
		●	