

WEEKLY ACTIVITIES STATUS REPORT

[02 – 10 May 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
02 May	1. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Melissa and Prima prepare for designing flyer and invitation letter for Mandarin teacher around Surabaya, Bali, Malang. 	<ul style="list-style-type: none"> Contact all previous Mandarin teacher training workshop participants.
	2. Costumer Service	<ul style="list-style-type: none"> Widhy contacted and asked about Taiwan university that provide of Design Communication Visual. Rizal contacted to Prima's whatsapp number and asked about further step after applying offline form in UNISMA education fair. Fajar contacted and asked to Whatsapp number about applying visa for student. He passes the documentation selection in Feng Chia University. Rachel contacted to Whatsapp number and asked about VISA procedure, she already accepted in Tamkang University. 	<ul style="list-style-type: none"> Contacted to Pusat Bahasa UNAIR for mandarin language center, the schedule and open registration timing.
	3. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> Printing certificates for all of Liaison Officer volunteer for UNAIR and UNISMA. contacted to bus company about additional loan bus to provide receipts during THEF 2019 fair. 	<ul style="list-style-type: none"> -
03 May	1. Costumer Service	<ul style="list-style-type: none"> Lintang asked to Whatsapp number about applying study in Taiwan in medical education for bachelor degree. Cindy contacted and asked by Whatsapp number about NTNU and mandarin language center in Taiwan. Lala contacted and asked by Whatsapp number about bachelor degree in law program and all of procedure after came to UNISMA education fair. Albert asked by Whatsapp number to ask about mandarin language center registration. 	<ul style="list-style-type: none"> -
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Melissa designed certificate and open registration announcement. Arrange rundown and schedule of Teacher Training Mandarin. 	<ul style="list-style-type: none"> -
06 May	1. Costumer Service	<ul style="list-style-type: none"> Novia visited to TECSID office to ask about applying VISA procedure for student exchange program. Steven and her parents visited TECSID office to ask about further procedure after announcements. 	<ul style="list-style-type: none"> Asked to NCU manager of ICDF and already got the information.

		<ul style="list-style-type: none"> Winarni contacted and asked about internship quota in TECSID office. Hamdan contacted and asked about study in Taiwan university with degree of Chineses Literature. Kiki contacted and asked about ChiaoTung University application. 	
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> Collected all news about THEF 2019 education fair. 	-
	3. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Announced and remind all of previous participants to register by online form. Revise of certificate in Mandarin. Revise of schedule Mandarin Teacher Training. 	-
07 May	1. Costumer Service	<ul style="list-style-type: none"> Albert Valentino from SMAK Mgr. Soegijapranata Pasuruan asked about applying procedure study in Taiwan. Turfatul asked about Taiwan scholarship for September batch. 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Announced and remind all of previous participants to register by online form. Revise of schedule Mandarin Teacher Training. Follow up all participants to register. 	-
08 May	1. Costumer Service	<ul style="list-style-type: none"> Zakia asked and contacted to Whatsapp number about scholarship in electrical engineering for doctoral degree. Mrs. There asked and contacted to Whatsapp number about scholarship that provide by Sinarmas Company from Indonesia, test procedure and scholarship. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Prepare and design of ID card for all participants. Promote mandarin teacher around Surabaya by call/Whatsapp. 	Send all letter about THEF event to 2 universities in Malang
	3. Financial Report	<ul style="list-style-type: none"> Fixing all expenses until beginning of May. 	
09 May	1. Costumer Service	<ul style="list-style-type: none"> Karina asked by Whatsapp number about bachelor degree with business program in Yuan Ze University and Shih Chien University. Prof. Junaidi from UNISMA contacted and asked for his student, university Taiwan in master degree with biotechnology program. Brian from Unair asked by Whatsapp number about NCTU internship program. Indra Kristia Sari contacted by whatsapp number and asked about 	

		public health major program in doctoral degree.	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> ● Designing of billboard for welcoming participants in UNAIR. ● Follow up all participants about their attendance in June. 	
	3. Promotion Study in Taiwan	<ul style="list-style-type: none"> ● Contacted to Senior high school in Surabaya and Malang to held of info session for sharing information study in Taiwan. 	
10 May	1. Costumer Service	<ul style="list-style-type: none"> ● Ayu contacted by Whatsapp number and asked about accounting program in English and Mandarin language for bachelor degree. ● Sharon asked about next procedure after announcement, applying visa and medical check up 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Promotion send by email and whatsapp to several teacher in Surabaya. • Buying some stationery for Teacher Training Mandarin Workshop. 	

WEEKLY ACTIVITIES STATUS REPORT

[13 – 17 May 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
13 May	1. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Designing X-banner as promotional media of teacher training mandarin workshop. promotion to several teachers around Surabaya 	- Contact all previous Mandarin teacher training workshop participants.
	2. Costumer Service	<ul style="list-style-type: none"> Anya visited TECSID office to ask about National ChengChi University for master degree with major law program. Alvi visited TECSID Office to ask about universities in Taiwan that provide biological and biotechnology major for master degree. 	-
	3. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> Checking and fixation of all invoices with Wendy. Collected news. 	-
	4. Report with mandarin teacher	<ul style="list-style-type: none"> Mr. Harun visited to TECSID office and ask about books of teacher mandarin course. Melissa and Harun visited to Mandarin Language Center in UNAIR and take a package of mandarin books. Melissa give those books to Harun. 	<ul style="list-style-type: none"> Melissa handle it. follow up those books was return to TECSID.
14 May	1. Costumer Service	<ul style="list-style-type: none"> Mrs. Theresia, parents of a senior high student ask about PT Sinarmas scholarship. Mrs. Lilly asked by Whatsapp number about scholarship for doctoral degree with major public health and timeline of Taiwan scholarship. 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Melissa designed certificate with internship man as a helper of her. Provide some letter to promote about this program. 	-
15 May	1. Costumer Service	<ul style="list-style-type: none"> Kikik contacted by whatsapp number to ask about electrical engineering program in National Dong Hwa University. A parents of Steven contacted by Whatsapp number and asked about deadline of registration, announcement date day, and requirements for further procedhures. 	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> Packing all invoices to send to Taiwan. 	-

	3. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Discussed about food and beverages for that event. Prima asked to Melissa to make rundown of that event. 	-
16 May	1. Costumer Service	<ul style="list-style-type: none"> Albert Valentino from SMAK Mgr. Soegijapranata Pasuruan asked about applying study in Taiwan for bachelor degree program. Anya contacted to Whatsapp number to ask about next timeline to apply Taiwan scholarship. 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Prima designed X-Banner as a promotion material of that event. Designed poster and sending some letter promotion around Surabaya, Bali, Bandung, and Yogyakarta. 	-
17 May	1. Costumer Service	<ul style="list-style-type: none"> Marta, a student from Brawijaya University asked and contacted to Prima about Internship program in TECSID. Sending some letter promotion to 2 universities, UPN Veteran Jawa Timur and 17 Agustus 1945 Surabaya to promote study in Taiwan info session. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Prepare and design of ID card for all participants. Promote mandarin teacher around Surabaya by call/Whatsapp. 	
	3. Report	<ul style="list-style-type: none"> Fixing weekly report and financial report of May. Sending all invoices to Taiwan 	

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[02 – 10 May 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
20 May	1. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> contacted to TETO Surabaya to give Mr. Benson Lin speech for opening event 	- Contact all previous Mandarin teacher training workshop participants.
	2. Costumer Service	<ul style="list-style-type: none"> Ayu contacted and asked about Taiwan university that provide of Accounting business by Whatsapp number. Alvi contacted and asked about documents to apply Taiwan scholarship. Rachel contacted to Whatsapp number and asked about legalize of transcript and certificate. 	-
	3. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> finding date of the event according to academic timeline in Indonesia. contacted and follow up with Wendy. 	-
21 May	1. Costumer Service	<ul style="list-style-type: none"> Albert asked by Whatsapp number to ask about bachelor documents application for civil engineering. 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Arrange rundown and schedule of Teacher Training Mandarin. arrange certificate design. 	-
22 May	1. Costumer Service	<ul style="list-style-type: none"> Kiki contacted and asked about ChiaoTung University application and further information. jonathan came to TECSID office to ask about National Kaohsiung University of Science and Technology application. 	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> sending all quotation files to Wendy. sending all scans file of receipts again. 	-
	3. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Revise of certificate in Mandarin. Revise of schedule Mandarin Teacher Training. 	-
23 May	1. Costumer Service	<ul style="list-style-type: none"> Turfatul asked about Taiwan scholarship for September batch to apply to Wufeng University. sujaan from Nepal India came to TECSID office to ask about legalization documents. 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Announced and remind all of previous participants to register by online form. Revise of schedule Mandarin Teacher Training. Follow up all participants to register. 	-
24 May	1. Costumer Service	<ul style="list-style-type: none"> Dania asked and contacted to Whatsapp number about scholarship 	

		<p>in electrical engineering for doctoral degree.</p> <ul style="list-style-type: none"> ● Mrs. There asked and contacted to Whatsapp number about scholarship that provide by Sinarmas Company from Indonesia and living in Taiwan. ● Mrs. Windhy contacts to Whatsapp number and asked about scholarship to Asia University for doctoral degree in Information Management. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> ● Prepare and design of ID card for all participants. ● Promote mandarin teacher around Surabaya by call/Whatsapp. 	
	3. Weekly Report	<ul style="list-style-type: none"> ● Fixing weekly report. 	

WEEKLY ACTIVITIES STATUS REPORT

[27 – 31 May 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
27 May	1. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Designing billboard as media information of teacher training mandarin workshop during the event. contacted and announced promotion to Instagram 	- Contact all previous Mandarin teacher training workshop participants.
	2. Customer Service	<ul style="list-style-type: none"> Alvi came to TECSID office to ask about AU application for master degree program in biotechnology . Windhy asked to Whatsapp number about living in Taiwan fee. Kartika asked to Whatsapp number about next period of registration to apply doctoral degree in Civil Engineering program study in NTUST. 	-
	3. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> Finding information about senior high school that near of UNDIKNAS Bali. Finding information about exhibition event in ITS Surabaya. 	-
28 May	1. Customer Service	<ul style="list-style-type: none"> Rachel contacted to Prima whatsapp number to ask about legalization procedure from KEMENKUMHAM and KEMENLU. She also making an appointment to TECSID office, but she canceled to visit. Vincentius visited to TECSID office to ask about VISA application procedures Lily asked by whatsapp number about doctoral degree in NTOU 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> Making invitation for UNAIR Language Center and Prof, Nyoman. Making invitation for Mandarin teacher in UNAIR. 	-
29 May	1. Customer Service	<ul style="list-style-type: none"> Timothyus Jason asked and contacted to Whatsapp number about bachelor degree in international program in Shih Chien University. Gho asked by whatsapp number about letter of legalization from TETO Surabaya. Rachel asked about legalization in TETO Surabaya for transcript and certificate. 	-
	2. 2019 Taiwan Higher Education Fair	<ul style="list-style-type: none"> Find information about list of schools in Bali. looking for the date for the education fair. In Indonesia: 	-

		<ul style="list-style-type: none"> o started of new semester in 15/6 for elementary. junior, senior high schools. o 17-30/9 Mid exam test. o 20/11-11/12 final exam and remedy weeks 	
	3. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • discussed and clearing all of the documents with Melissa about teacher training.. • contacted to facilities crews in UNAIR to held this event. 	-
30 May	National day holiday in Indonesia	<ul style="list-style-type: none"> • Jason asked by whatsapp number about TOEFL score to apply SHih Chien University. 	-
31 May	Customer Service	<ul style="list-style-type: none"> • Idra asked about timeline of Taiwan scholarship applying. • Susan asked by whatsapp number about deadline of announcement for MoE scholarship this batch. 	
	Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Printing of ID Card for all participants of Teacher Mandarin Training.' • contacted to Prof. Zhou about need to pay some money and waiting his response about it. Because from Melissa's information, he prohibited to collect some money. 	
	Taiwan Higher Education Fair 2019	<ul style="list-style-type: none"> • checking of calendar academic 2018/2019 to pick the date of fair on November. 	<ul style="list-style-type: none"> ❖ for 2019/2020 will publish on June 13, 2019 by each province in Indonesia. ❖ so need to update again about the specific date.
	Report	<ul style="list-style-type: none"> • Fixing weekly report and financial report. 	