

WEEKLY ACTIVITIES STATUS REPORT

[02 – 10 May 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
10 June	1. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Contacted to some of honored guests : Prof. Nyoman – Director of AGE Unair, Mr. Benson Lin – General Director of TETO Surabaya, and Eko Supeno – Head of Language Center Unair. • Confirmed with facilities and construction division of UNAIR about reserved of room, parking area, and facilities of Training teacher. 	
	2. Costumer Service	<ul style="list-style-type: none"> • Rahma visited to TECSID office to ask about visa application • Avianita visited to TECSID office to ask about legalization documents. • Dania asked to Whatdapp number to ask about further step to study in Asia University. 	-
	3. Moslem's big day activity	<ul style="list-style-type: none"> • Join to "Halal Bihalal in Unair" to celebrate of Moslems' big day. 	-
11 June	1. Costumer Service	<ul style="list-style-type: none"> • Ika Setyowati visited to TECSID Office to ask about nursing major for master degree in Taipei Medical University. • Lisa Choirotus visited to TECSID office to ask about biology major for master degree program in NTU. • Alvi J. visited to TECSID office to ask about scholarship and join research in biotechnology major. 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Designed of ID card for participants of Teacher Training Workshop. • Arrange rundown and schedule of Teacher Training Mandarin. 	-
	3. Sharing Information of Language center in UNAIR	<ul style="list-style-type: none"> • Dyah visited to TECSID office to give us some posters about mandarin class that held on language center of UNAIR and we got information of need some new mandarin teacher to teach student who want to study mandarin in language center of UNAIR. 	-
	4. Hiring assistant	<ul style="list-style-type: none"> • Ayun as a new assistant staff in TECSID starting her position. • Prima told to her about of job scope in TECSID, number of workdays, rules, and all of activities in TECSID. • List of participants in teacher taining workshop. 	-
12 June	1. Costumer Service	<ul style="list-style-type: none"> • Hadi visited to TECSID office to ask about MOE Taiwan scholarship to NPUST. 	- Asked to TETO Jakarta about MOE scholarship recipient.

		<ul style="list-style-type: none"> ● Rachel contacted to whatsapp number to ask about legalization documents. ● Dinar contacted to whatsapp number to ask about study in accounting major in Taiwan. ● Wahid visited to TECSID office about visa application for join research. 	
	2. Teacher training	<ul style="list-style-type: none"> ● Contacted to Melissa about all of data about teacher training. ● Collected all participants data, making a group for all participants, and reconfirm about their attendance on 22-24 June 2019. ● Revise all of certificate of teacher training workshop. ● Printed rundown and announce to all participants. 	-
	3. Info session of study in taiwan	<ul style="list-style-type: none"> ● Sending offering letter on some of senior high schools : SMA Laboratorium UM, SMA Muhammadiyah 2 Surabaya, SMA Muhammadiyah 3 Surabaya, SMA Muhammadiyah 2 Sidoarjo. 	-
13 June	1. Costumer Service	<ul style="list-style-type: none"> ● Lina S. visited to TECSID office asked about Shih Chien University with major international business for bachelor degree. ● David Theo visited to TECSID office with parents to ask about some universities that provide mathematics major for bachelor degree. ● Annur hadi visited to TECSID office and asked about MOE Taiwan Scholarship announcement and some required documents. 	-
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> ● Shared to all participants about catering service for lunch during the teacher training event. ● Shared to participants about the fix rundown and all of the things that have to bring on the event. 	-
14 June	1. Costumer Service	<ul style="list-style-type: none"> ● Dylan's parents asked about Tzu Chi University scholarship. ● Rachel asked about visa application to tamkang university by whatsapp number. 	
	2. Info session of study in taiwan	SMA Laboratorium UM, SMA Muhammadiyah 2 Surabaya, SMA Muhammadiyah 3 Surabaya, SMA Muhammadiyah 2 Sidoarjo, and SMA Antartika Sidoarjo informed to us if the info session could be held after July because June-July is the end of semester.	Send all letter about THEF event to 2 universities in Malang

		UNTAG and UWK also confirmed to us if now in their universities already day off courses.	
	3. Financial Report	<ul style="list-style-type: none"> ● Fixing all expenses until beginning of June. 	
17 June	1. Costumer Service	<ul style="list-style-type: none"> ● Anita from Unair asked by Whatsapp number about NCKU summer program. ● Kristianingsih asked by Whatsapp number about NTU with physics major for doctoral degree. ● Budianto asked by Whatsapp about MOE scholarship announcement. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> ● Reserved of refreshment and transportation for trainer. ● Hire volunteer to help us to take some picture during teacher training workshop. ● Preparing all stuff for teacher training 	
	3. Info session 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. ● Sending offering ketter to UM, UMM, and UINSA. 	
18 June	1. Costumer Service	<ul style="list-style-type: none"> ● Diah asked to whatsapp number about NTU summer program. ● Sharon asked about clinic for medical check up. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> ● Contacted to AGE, language center, and contacted to Prof. Chou. ● Preparing stationery and certificate for teacher training. 	
19 June	1. Costumer Service	<ul style="list-style-type: none"> ● Octavia asked about Tamkang and Visa application ● Tere asked about visa application for join research study with NCKU 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> ● Reserved snack and checking room to measure about banner. ● Published to all participants (50 people) to bring some stationeries. 	
20 June	1. Costumer Service	<ul style="list-style-type: none"> ● Dylan asked about Sinarmas scholarship ● Joshua (Sulawesi island) asked about visa application by whatsapp. ● Sharon (Bali) asked about health certificate ● Amaq visited to TECSID office to ask about NCKU summer program and living in Taiwan 	

	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Hire a volunteer to help TECSID staff during Teacher training event. • Checking all stuffs that have to prepare and provide on teacher training workshop. • Printing certificate for 50 participants. • 	
21 June	1. Costumer Service	<ul style="list-style-type: none"> • Annise visited and asked about NCKU university for summer program on July. • Michael asked about Asia University scholarship. • Dewina asked about visa application for visitor. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Picked up Prof. Chang as an instructor of Chinese teacher training workshop. 	
22 June	1. . Costumer Service	<ul style="list-style-type: none"> • Annise contacted to Whatsapp number to ask about visa application procedure by whatsapp number • Amar asked by Whatsapp number to ask about visa for language training in NTNU. • 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Organized of Chinese teacher training workshop. 	
23 June	1. . Costumer Service	<ul style="list-style-type: none"> • Rafael contacted to Whatsapp number to ask about study in taiwan with major industrial management in English program for bachelor degree. • Anna contacted to whatsapp number to ask about documents requirement to apply study in design communication and visual for bachelor degree. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Organized of Chinese teacher training workshop. 	
24 June	1. Costumer Service	<ul style="list-style-type: none"> • Joshua asked about visa for study bachelor degree (from Bali) • Raina asked about education fair in Bali. • Mr. Rapon visited to TECSID office to ask about books of mandarin textbooks with Taiwan curriculum. 	
	2. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Organized of Chinese teacher training workshop. 	

25 June	1. Training Mandarin Teacher Workshop 2019	<ul style="list-style-type: none"> • Short meeting with Prof. Chou. • Accompanying Prof Chang and Prof Chou went to airport. 	
	2. Costumer Service	<ul style="list-style-type: none"> • Theo asked about mandarin language center with Taiwan curriculum, we offer to study in Airlangga Language Center. 	
26 June	1. Costumer Service	<ul style="list-style-type: none"> • Mr. Rapon visited to TECSID office to ask about mandarin textbooks, discuss about language center of mandarin with Taiwan curriculum. • Roffiq asked by Whatsapp number to ask about NTNU with major geopgraphy studies for doctoral degree, required documents, scholarships, and timeline of applying study. 	
	2. Language Center visit	<ul style="list-style-type: none"> • Ayun and Prima have short meeting to learn about KPI. • Listed all of mandarin language center with Taiwan curriculum • Call and make an appointment to have meeting before signing agreement. • 2 language center that provide Taiwan curriculum Cenrin Mandarin and Xinmiao. 	
27 June	1. Costumer Service	<ul style="list-style-type: none"> • ratih dyah visited to TECSID office to ask about VISA Taiwan • Rachel asked by Whatsapp number to ask about medical check up procedure 	
	2. Language Center visit	<ul style="list-style-type: none"> • TECSID staff visited to Cenrin Mandarin Language Course and discussion about further collaboration with TECSID. 	
28 June	A day off		