

# WEEKLY ACTIVITIES STATUS REPORT

[1 October –4 October 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 October	1. Customer Service	<ul style="list-style-type: none"> <li>Mrs. Silvy asked by Whatsapp number about TOCFL Test in Surabaya schedule</li> <li>Lily asked by Whatsapp number about post office bank in Taiwan transferring money procedure</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Contacting to IRO of UMM to follow up THEF 2019 in UMM</li> <li>Contacting IO UNDIP to follow up THEF 2019 in UNDIP</li> </ul>	-
	3. TOCFL test	<ul style="list-style-type: none"> <li>Updating data list of participants form, coordination with students of Mr. Zhuo mandarin language center</li> </ul>	-
2 October	1. Customer Service	<ul style="list-style-type: none"> <li>Nabila asked by Whatsapp number about scholarship for master of nurse with english program.</li> </ul>	-
	2. Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>Contacting UNAIR of facilities and development division to rent a space for education fair.</li> <li>sending letter for loan medium space in UNAIR and UNDIP</li> </ul>	
	3. Info Session in UNUSA	<ul style="list-style-type: none"> <li>Hold info session in Universitas Nahdlatul Ulama Surabaya (UNUSA)</li> </ul>	-
3 October	1. Customer Service	<ul style="list-style-type: none"> <li>Karyn asked by whatsapp number about chengchi university and Mingchuan University</li> </ul>	- Make list of universities that provide civil engineering with language Mandarin and English
	2. THEF 2019	<ul style="list-style-type: none"> <li>Contacting bus company to ask availability of bus for Surabaya to Malang</li> <li>making poster of THEF 2019 design</li> <li>informing and updating space availability in UNAIR to Wendy</li> </ul>	-
	3. TOCFL Test	<ul style="list-style-type: none"> <li>Coordinating with about TOCFL schedule and regulation.</li> </ul>	-
4 October	1. Customer Service	<ul style="list-style-type: none"> <li>Fajar asked by whatsapp number about to apply scholarship for international affairs program</li> <li>A vocational student from UNAIR asked about dual degree program</li> </ul>	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>Hold info session un Universitas Nahdlatul Ulama Sidoarjo</li> </ul>	

	3. THEF 2019	<ul style="list-style-type: none"> <li>• Contacting coordinator in UNDIP to ask availability of space to hold THEF 2019 in UNDIP</li> </ul>	



# WEEKLY ACTIVITIES STATUS REPORT

[7 October –11 October 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
7 October	1. Customer Service	<ul style="list-style-type: none"> <li>contacting UNESA for NPTU visitation</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Following up about venue and facilities on UNAIR, UNDIP, and UMM to IRO offices staff</li> <li>Contacting Grand Arkenso Hotel, Ibis Hotel, and Mistown Residence Hotel for request of dinner event</li> </ul>	-
	3. Double Tenth Celebration	<ul style="list-style-type: none"> <li>Preparing brochures, X-banner, and presence list to bring on Double Tenth Celebration in JW Marriot Hotel.</li> </ul>	-
8 October	1. Double Tenth Celebration	<ul style="list-style-type: none"> <li>Participating booth on Double Tenth Celebration that hold by TETO Surabaya</li> </ul>	-
	2. Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>Contacting UMM staff for follow up THEF 2019</li> </ul>	-
	3. Costumer Service	<ul style="list-style-type: none"> <li>Replying Mrs. Angel for opening application timeline</li> <li>Vivi Sumanti asking about Radiology and Medical Physics program in Taiwan for master degree by whatsapp number</li> </ul>	-
9 October	1. Customer Service	<ul style="list-style-type: none"> <li>Ivan asking about Taiwan Visa and scholarship</li> <li>Arif asking about Chemistry program and Taiwan scholarship</li> </ul>	- Make list of universities that provide civil engineering with language Mandarin and English
	2. THEF 2019	<ul style="list-style-type: none"> <li>Contacting Prof. Nyoman (Director of AGE UNAIR) to give a speech on THEF 2019</li> <li>Editing rundown and poster for THEF 2019</li> <li>Contacting alumni for sharing session on THEF 2019 on each city</li> </ul>	-
10 October	1. Customer Service	<ul style="list-style-type: none"> <li>Herri asking by Whatsapp number about physics program in English for master degree.</li> </ul>	-
	3. THEF 2019	<ul style="list-style-type: none"> <li>Contacting some restaurant for lunch,</li> <li>contacting UMM vice rector for THEF 2019 in UMM, cause after contacting IRO staff still unsolved about venue availability</li> <li>contacting ITS and UMS staff for visitation</li> </ul>	
11 October	1. THEF 2019	<ul style="list-style-type: none"> <li>Survey to some restaurant and Surabaya tourism center for visitation</li> </ul>	

er		in Surabaya while THEF event in Surabaya	
		<ul style="list-style-type: none"> <li>Updating and coordinating with Wendy about list of universities, delegates, and rundown of event</li> </ul>	



# WEEKLY ACTIVITIES STATUS REPORT

[14 October –18 October 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
14 October	1. Customer Service	<ul style="list-style-type: none"> <li>contacting Paksi from UNESA for NPTU visitation and MoU with UNESA</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Updating information for venue in UNDIP to Wendy.</li> <li>Following up about sending brochures from some Taiwan Universities</li> <li>Starting to share information of THEF 2019 by spreading poster to some schools and universities</li> </ul>	-
	3. TOCFL test	<ul style="list-style-type: none"> <li>Coordinating for regulations of test, collecting data information for each participant</li> <li>preparing and coordinating with PUSBA for venue of the test</li> </ul>	
15 October	1. Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>Contacting some schools and invite them to participate on THEF 2019</li> <li>coordination with Wendy about budget plan, venue, and rundown for 4/11-9/11</li> <li>collect information of schools and universities to spread poster</li> </ul>	
	2. TOCFL Test	<ul style="list-style-type: none"> <li>Hire of some people for exam guard.</li> <li>Translating guidelines and procedure of the TOCFL test</li> </ul>	
16 October	1. Customer Service	<ul style="list-style-type: none"> <li>Ms. Elke asking by WA number about THEF 2019 event in Surabaya</li> <li>Yulianti asking about THEF 2019 in Surabaya</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Fixing details facilities, lunch, and amenities with UNAIR staffs</li> <li>Coordinating with UNAIR staff to invite Rector and Vice Rector to open THEF 2019</li> <li>coordinating about venue in UNAIR and rundown for visiting Rector of UNAIR</li> </ul>	-
17 October	1. Hold info session and education fair on Cita Hati Christian Senior High School	<ul style="list-style-type: none"> <li>Participating on education fair 2019 in Cita Hati Christian Senior High School</li> </ul>	
	2. THEF 2019	<ul style="list-style-type: none"> <li>Sending and negotiating with some schools around Surabaya to send students delegation on THEF 2019</li> <li>Promoting THEF 2019 in Surabaya by post and stick poster on some cafe (free)</li> </ul>	

		<ul style="list-style-type: none"> <li>Finding media promotion: radio global fm surabaya for promotion</li> </ul>	
18 October	1. THEF 2019	<ul style="list-style-type: none"> <li>Going to UMM to negotiate and survey of UMM venue</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>Mr. Toni visiting TECSID office to ask about Taiwan scholarship, applying procedure, and food science in Shih Chien also Fu Jen Catholic University for bachelor degree.</li> </ul>	

# WEEKLY ACTIVITIES STATUS REPORT

[21 October –25 October 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
21 October	1. Customer Service	<ul style="list-style-type: none"> <li>Tunjung Prastiwi visited TECSID office to ask about chemical engineering for master degree with english language</li> <li>Shinta visited TECSID office to ask about master of business administration in NTU and NTUST</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Contacting company and printing backdrop, X-banner for each university</li> <li>Following up to Tobacco Musium visitation in Surabaya</li> <li>Making confirmation for Grand Arkenso Parkview Hotel dinner</li> </ul>	-
22 October	1. Taiwan Higher Education Fair	<ul style="list-style-type: none"> <li>Contacting some schools and invite them to participate on THEF 2019</li> <li>Coordination with Wendy about list of delegations, dishes for dinner and lunch, and rundown of Dean Chen.</li> <li>Coordination with Wendy about pick up service of some delegations</li> <li>Spreading invitation for schools and universities around Malang and Surabaya</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>Ridlo visited TECSID office to ask about Interantional of Industrial Engineering on english program for bachelor degree</li> </ul>	
23 October	1. Customer Service	<ul style="list-style-type: none"> <li>Elsya Audita asking by Whatsapp number about THEF event and applying document during the event.</li> <li>Wilia Wijaya asking by Whatsapp number about THEF 2019</li> <li>Nabila asking by Whatsapp number about MoU possibility with UNUSA and AU.</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Coordinating with Wendy about SIMcards problem</li> <li>Filling ITS form visitation request for AU</li> <li>Coordinating about rundown in Surabaya, visit UMS, and visit Tobacco Musium</li> </ul>	-
24 October	1. Customer Service	<ul style="list-style-type: none"> <li>Putri Nuzulul asking about THEF 2019 in Surabaya</li> <li>Fenny asking about THEF 2019 university participant</li> <li>Courier company contacting and informing about brochures of several</li> </ul>	

		universities already in Jakarta and ready to spread to 3 cities, Surabaya, Semarang, and Malang. They need the details information of recipient contact.	
	2. THEF 2019	<ul style="list-style-type: none"> <li>• Confirming the details chairs, tables, electricity socket, and amenities on each both with Wendy</li> <li>• Confirming of the booths sequence on UNAIR, UNDIP, and UMM</li> <li>• Confirming about the distance and time to depart by UMM</li> <li>• Reconfirm to TETO Surabaya, Mr. Dean-Shiang Lin availability to attend and give a speech at the opening ceremony of THEF 2019</li> </ul>	
	3. TOCFL test	<ul style="list-style-type: none"> <li>• Coordination with Mrs. Dyah from PUSBA UNAIR about loan a space to hold TOCFL test and asking about sound system, opening room hours, opening gate hours on Sunday.</li> </ul>	
25 October	1. THEF 2019	<ul style="list-style-type: none"> <li>• Giving information of bank account to receive money to hold THEF 2019</li> <li>• Informing about host dinner by Unair</li> <li>• Following up ITS response for presenting day for students in ITS</li> <li>• Visiting school to invite their student to participate on THEF 2019 in Surabaya and Malang</li> </ul>	



# WEEKLY ACTIVITIES STATUS REPORT

[28 October –1 November 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
28 October	1. Customer Service	<ul style="list-style-type: none"> <li>adam husni visited TECSID office to ask about THEF event and applying study directly on the venue during the exhibition.</li> <li>Meeting with delegations from NPTU to hold MoU with some universities in Surabaya</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Meeting and audience with UNAIR Rector about visitation schedule on THEF 2019 event</li> <li>Reconfirm with TETO Surabaya about Mr. Dean Shiang Lin schedule</li> <li>Canceling dinner in Hotel Midtown Residence Surabaya because of UNAIR hold host dinner.</li> </ul>	-
29 October	1. Taiwan Higher Education Fair 2019	<ul style="list-style-type: none"> <li>Contacting Majapahit Hotel Surabaya for Gala Dinner in Surabaya</li> <li>Confirming Grand Arkenso Parkview Hotel Surabaya</li> <li>COntirming New Royal Restaurant Surabaya</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>Ridlo visited TECSID office to ask about International of Industrial Engineering on english program for bachelor degree</li> </ul>	
	3. Education Fair on Merlion School	<ul style="list-style-type: none"> <li>Hold education fair on Merlion School and info session</li> </ul>	
30 October	1. Customer Service	<ul style="list-style-type: none"> <li>Shelvi asking by Whatsapp number about THEF 2019 in UMM</li> <li>Hidayanti Ilmi asking about consultation appointment in TECSID office</li> <li>Rio Agung, and Teguh Asking by WA number about UNDIP THEF 2019</li> <li>Annisa, Vindea, Anne, and indriani asking by WA number about UNAIR THEF 2019</li> </ul>	-
	2. THEF 2019	<ul style="list-style-type: none"> <li>Sending MoU Wufeng university and UNAIR</li> <li>Inviting Mr. Zhuo, Mr. Budiman, and TETO Surabaya to join on Gala Dinner and Opening Ceremony in THEF 2019 at UNAIR</li> <li>Confirm to Universitas Muhammadiyah Surabaya about visitation schedule on 6/11</li> </ul>	-

		<ul style="list-style-type: none"> <li>• updating information of pick up service from NQU delegations, TETO Jakarta MS. Grace Ou,</li> <li>• Reconfirm about meal box and dinner schedule, THEF 2019 schedule, and flight schedule.</li> </ul>	
31 October	1. Customer Service	<ul style="list-style-type: none"> <li>• Ni Wayan visited TECSID office to ask about THEF 2019 in UNAIR and applying documents.</li> </ul>	
	2. THEF 2019	<ul style="list-style-type: none"> <li>• Preparing brochures, souvenirs, and goods for exhibition on UNDIP, UNAIR, and UMM</li> <li>• Dealing with bus company, hotel, and restaurant.</li> </ul>	
	3. TOCFL test	<ul style="list-style-type: none"> <li>• Making appointment and survey venue for sending exam test goods (audio player, paper test, exam questions. etc.</li> </ul>	
1 November	1. THEF 2019	<ul style="list-style-type: none"> <li>• Reconfirm about UMM venue and booth sequences</li> <li>• printing passport of delegations.</li> <li>• Reconfirm all needs during the exhibition with Wendy</li> <li>• Reconfirm about schedule or rundown in Indonesia</li> </ul>	
	2. TOCFL Test	<ul style="list-style-type: none"> <li>• going to PUSBA for TOCFL test venue to save the exam goods</li> </ul>	
3 November	1. TOCFL Test	<ul style="list-style-type: none"> <li>• Hold TOCFL test in PUSBA UNAIR Surabaya</li> </ul>	