

WEEKLY ACTIVITIES STATUS REPORT

[1 January - 3 January 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 January	<ul style="list-style-type: none"> Public Holiday, office off. New Year Holiday 		
2 January	1. TECSID office administration	<ul style="list-style-type: none"> Check and coordination with Wendy and Andy about Taiwan Showcase Education 2020. update TECSID office's visitors 	
	2. Customer Service	- Anggraeni contact by Whatsapp number and ask about list of universities with IBM program in english	- replied
3 January	1. TECSID Office administration	<ul style="list-style-type: none"> Updating weekly report. Designing poster for media social, instagram about opening scholarship Taiwan. 	
	2. Customer Service	<ul style="list-style-type: none"> Tiara Gisela asking by Whatsapp number about Tamkang University Kendra asking about Animation Design list university with english program Evy a parents contact by Whatsapp number and ask about list of universities that provide mechatronic engineering program. 	

WEEKLY ACTIVITIES STATUS REPORT

[6 January - 10 January 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
6 January	1. TECSID office administration	<ul style="list-style-type: none"> • Check and coordination with Wendy and Andy about Taiwan Showcase Education 2020. • Updating weekly report of January first week. • Checking an email and designing poster of MOE and some universities who share information about open registration announcement. • PUSBA returned 1 package of Mandarin Book to TECSID 	
	2. Customer Service	<ul style="list-style-type: none"> - Silvyia asking by Whatsapp number about VISA and NTUST timeline registration - Liana asking by Whatsapp number about Logistic management and information management program and universities that provide those program. - Elsyia a student from UPN Veteran Yogyakarta asking about MOE's Taiwan scholarship requirements. - Hanim visited TECSID office and asked about VISA for student exchange. 	- replied
7 January	1. TECSID Office	<ul style="list-style-type: none"> • Updating weekly report. 	

	administr ation	<ul style="list-style-type: none"> ● Finding information about hotel in Jakarta and Yogyakarta for Taiwan Showcase Education 2020. ● Listing visitor and client who contact TECSID. ● Editing and making some proposals for visit to schools and universities in Indonesia. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Veggie asking about MOE's Taiwan Scholarship and ICDF scholarship, contacting by Whatsapp number ● Cherish visited TECSID office to ask about universities that provide animation design for bachelor degree. 	
8 January	1. TECSID Office administr ation	<ul style="list-style-type: none"> ● designing and publishing digital poster for TECSID's social media about ICDF's scholarship announcement ● designing and publishing digital poster about Fu Jen Catholic University has been opened registration. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Mrs. Elke asking and contacting by Whatsapp number about universities list that provide IBM program for bachelor degree ● Jovian and Liliana asking about ICDF's scholarship and TOCFL test schedule hold by TECSID. 	

9 January	1. TECSID Office administr ation	<ul style="list-style-type: none"> ● Contacting Grand Arkenso Hotel and asking about special price for delegates for Taiwan Showcase Education ● making some letter of permit to hold info session to some schools and universities. ● updating weekly report 	
	2. Customer service	<ul style="list-style-type: none"> ● Mrs. Pia a parents contacting by Whatsapp number about ICDF's scholarship and making an appointment to consult her children planning to study in Taiwan ● Dewi a student from UNAIR asking about master degree program and scholarship ● Ratna a staff of UNAIR asking about master degree in MBA program. 	
10 January	1. TECSID Office Administr ation	<ul style="list-style-type: none"> ● Publishing digital poster for TECSID's social media about ICDF's scholarship announcement ● Updating information in TECSID'facebook and instagram ● Finding information for lunch and dinner on each hotel in each city for Taiwan Showcase Education 2020. ● Updating weekly report of January on second week. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Cindy a student asking about list of universities 	

		<p>that provide master degree with program Pharmacy in english taught.</p> <ul style="list-style-type: none">● Kimberly asking by whatsapp number about MOE's Taiwan Scholarship.	
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WEEKLY ACTIVITIES STATUS REPORT

[13 January - 17 January 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
13 January	1. TECSID office administration	<ul style="list-style-type: none"> • Sending weekly report of January to Wendy's email • Coordination with Wendy about hotel in Semarang for Taiwan Education Showcase 2020. 	
	2. Customer Service	- Farida a staff of 88 Hotel visiting TECSID office and ask about THEF 2020, master degree for hospitality and tourism program.	-
14 January	1. TECSID Office administration	<ul style="list-style-type: none"> • Listing colleagues of TECSID to send chinese new year card • Make a letter of permission to hold info session in schools 	
	2. Customer Service	<ul style="list-style-type: none"> • Dewi yuliana visited TECSID Office to ask about master degree for foreign language in Asia University, NTUST, and other. • Irene contacted Whatsapp number to ask about MOE application for doctoral 	
15 January	1. TECSID Office administration	<ul style="list-style-type: none"> • contact with teachers about academic calendar for May, June • follow up some schools to ask about response of our request to hold info session in there schools 	
	2. Customer Service	<ul style="list-style-type: none"> • Emy wibowo ask by whatsapp number to ask 	

		about IBM program for bachelor degree	
16 January	1. TECSID Office administration	<ul style="list-style-type: none"> • Checking the calendar of academic for THEF 2020 • Coordination about properly date for THEF 2020 	
	2. Customer service	<ul style="list-style-type: none"> • Windhiati asked by whatsapp number about ICDF for bachelor degree 	
17 January	1. TECSID Office Administration	<ul style="list-style-type: none"> • Posting an announcement of TOCFL test in Indonesia on Instagram • Designing chinese new year card • Printing letter of permission for hold info session on universities and schools 	
	2.	<ul style="list-style-type: none"> • Indira asking by office phone number about master degree for medical physics 	

WEEKLY ACTIVITIES STATUS REPORT

[20 January - 24 January 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
20 January	1. TECSID office administration	<ul style="list-style-type: none"> ● Going to Dinas Pendidikan East Java Province to get permission to hold info session ● going to Dinas Pendidikan Surabaya to get cover letter to hold info session in national high school. 	
	2. Customer Service	- Iroh asking for possibility to get scholarship with ICDF program for doctoral degree.	-
21 January	1. TECSID Office administration	<ul style="list-style-type: none"> ● contact to SwissBellin Hotel manyar, grand arkenso, and aryaduta semanggi ● finding restaurant in Surabaya for TES2020 ● Making digital poster of 2020TES, chinese new year greetings for social media. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Mrs. Pia asking about requirement documents for applying study in NCKU and making appointment to visit TECSID office 	
22 January	1. TECSID Office administration	<ul style="list-style-type: none"> ● follow up schools and universities about our request to hold info session by call the universities or schools. ● follow up cover letter in Dinas Pendidikan East Java Province. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Mrs. Liana asking by whatsapp number about I- 	

		<p>Shou university and requirement documents for bachelor degree.</p> <ul style="list-style-type: none"> ● Hariadi asking by office phone about timeline and requirement documents for bachelor degree in Feng Chia University. 	
23 January	1. TECSID Office administration	<ul style="list-style-type: none"> ● Sending chinese new year greetings to Taiwanese colleagues. ● Sending greeting cards for colleagues: TETOS, TETO Jakarta, Surabaya Taipei Schools, Taiwan business club, Cita hati school. ● Making poster design for 2020TES 	
	2. Customer service	<ul style="list-style-type: none"> ● Nadia F. asking by whatsapp number about exchange student visa 	
24 January	1. TECSID Office Administration	<ul style="list-style-type: none"> ● Follow up all proposal to hold info session on universities. ● Accepted proposal to hold info session on Polytechnic Malang. ● Editing and updating PPT for info session. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Maulana visited TECSID office to ask about requirement document and guidance to apply bachelor degree in NCKU and NTUST. ● Aldo visited TECSID office to ask requirement documents for bachelor 	

		degree in Biotechnology of Asia University	
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WEEKLY ACTIVITIES STATUS REPORT

[27 January - 31 January 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
27 January	1. TECSID office administration	<ul style="list-style-type: none"> • Making cover letter to each universities and schools for visitation of 2020 Taiwan Education Showcase • Contacting bus company • Editing poster for 2020 TES. 	
	2. Customer Service	- Cindy M visit TECSID office to ask about bachelor degree with communication program	-
28 January	1. TECSID Office administration	<ul style="list-style-type: none"> • Update weekly report • update list of visitors and guest who contact to our Whatsapp and email 	
	2. Customer Service	• Nadia visit TECSID office to ask about exchange program in NCTU	
29 January	1. TECSID Office administration	<ul style="list-style-type: none"> • Posting to Instagram about announcement of Coronavirus • finding information about coronavirus in Taiwan to collect update news for students 	
	2. Customer Service	• Vincent contact by whatsapp number about possibility to enter Taiwan for students	
30 January	1. TECSID Office administration	<ul style="list-style-type: none"> • designing digital poster for instagram feed about information admission for NCCU. • updating weekly report 	

		<ul style="list-style-type: none"> ● follow up to schools and universities also Dinas Pendidikan about cover letter. 	
	2. Customer service	<ul style="list-style-type: none"> ● Muniroh visited TECSID office ask about doctoral in NTUST and MOE scholarship ● Ghea contact whatsapp number about bachelor degree in pharmaceutical science with english program 	
31 January	1. TECSID Office Administration	<ul style="list-style-type: none"> ● Editing PPT file for info session in Malang ● Making loan letter to UNAIR for 2020TES ● Updating information in social media about Taiwan condition related to Coronavirus in Wuhan. ● follow up with Polinema (Polytechnic Malang) about info session event and guest distinguished from PPI Taiwan (Persatuan Pelajar Indonesia - Taiwan) 	
	2. Customer Service	<ul style="list-style-type: none"> ● Dhira asking by whatsapp number about NCTU, NCKU, and NTUST admission for bachelor degree with chemical engineering ● Doma asking by whatsapp number about possibility to transfer credit between two different program. 	