

## WEEKLY ACTIVITIES STATUS REPORT

[1 April - 3 April 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 April	1. Customer Service	<ul style="list-style-type: none"> <li>- Mrs. Wulan asking by Whatsapp number about application for bachelor degree with major engineering and culinary for english taught program</li> <li>- Mr. Andigi asking about possibility to visit to Taiwan next month for parents.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>- Finding information of mandarin class online price and target market on internet.</li> <li>- Spreading information of Taiwanese who stay in Indonesia to fill in link from TETO Jakarta and keep contact to update their condition with TETO Surabaya.</li> <li>- Listing website news for last 2019 to recently.</li> </ul>	●
2 April	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Designing about prevention of COVID 19 for digital poster.</li> <li>● Updating weekly report on April.</li> <li>● Updating list of student or parents who consult with TECSID.</li> <li>● Updating website script news</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Maya asking about Industrial Management for doctoral degree with english taught major.</li> <li>● Imam asking about legalization of degree certificate from TETO</li> </ul>	

		in this situation still normal or not.	
3 April	1. Customer service	<ul style="list-style-type: none"> <li>● Widi asking about announcement of MOE Scholarship and further procedure.</li> <li>● Mr. Djiman from TETO Surabaya asking help to spread link for Taiwanese in Indonesia to monitor their condition on this situation and to keep contact with them.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Spreading information by email from TETO Surabaya to international office of several campus around East of Indonesia area.</li> <li>● Updating weekly report.</li> <li>● Translating news for website of TECSID.</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[6 April - 10 April 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
6 April	1. Customer Service	<ul style="list-style-type: none"> <li>- Finna asking about list of universities that provide biological and biotechnology engineering for bachelor degree with english taught major.</li> <li>- Mrs. Uly asking about required documents for MOE Taiwan Scholarship and legalization of degree certificate.</li> </ul>	

	2. Administration	<ul style="list-style-type: none"> <li>- Updating website news for English version.</li> <li>- Updating list of guest and customer.</li> </ul>	●
7 April	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Updating weekly report of April.</li> <li>● Listing universities with major biological and biotechnology for bachelor with english taught.</li> <li>● Listing universities with major industrial management with english taught for doctoral and master degree.</li> <li>● Updating news on website for english version.</li> <li>● Asking to Wendy for english subtitle for video of promotion for Asia University.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Ratna asking for recommendation letter format for applying master degree in NTUST, Feng Chia University.</li> <li>● Mrs. Widhy asking for TOEFL score to apply on several universities in Taiwan.</li> </ul>	
8 April	1. Customer service	<ul style="list-style-type: none"> <li>● Mrs. Pia asking about date of announcement for NCKU and follow up about his son application in NTUST for bachelor degree.</li> <li>● Dhira asking about amount and procedure to pay application fee by credit card.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Updating weekly report.</li> <li>● Listing news website for Bahasa Indonesia version.</li> <li>● Listing photos to upload for news on website.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Publishing information of ASKUI Talk program on FB and Instagram.</li> </ul>	
9 april	1. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Yenny asking for universities that still open the registration for bachelor degree with english taught with major business and management program.</li> <li>● Fitri asking for scholarship on spring term next year.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● listing universities that still open registration for Mrs. Yenny.</li> <li>● Updating weekly report</li> <li>● Updating news on website for Bahasa Indonesia version</li> <li>● Follow up to Ayun about translation of video promotion for Asia University.</li> </ul>	
10 April	-	NATIONAL PUBLIC HOLIDAY in INDONESIA	

## WEEKLY ACTIVITIES STATUS REPORT

[13 April - 17 April 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
13 April	1. Customer Service	<ul style="list-style-type: none"> <li>- Imaniar asking by Instagram about Visa for TEEP and LoA from university condition because of postponed program.</li> <li>- Mrs. Yenny asking about procedure to apply on Feng Chia University and Fu Jen Catholic University.</li> </ul>	

	2. Administration	<ul style="list-style-type: none"> <li>- Updating website news for Indonesian version.</li> <li>- Checking news on website.</li> <li>- Updating list of guest and clients.</li> <li>- Designing digital media information about Covid-19 in Taiwan.</li> <li>- Publishing information of Covid-19 handling in Taiwan is the best in the world according from some news.</li> </ul>	●
14 April	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Updating weekly report.</li> <li>● Updating list of universities with major business and management with english taught.</li> <li>● Translating information from Mrs. Jian about mandarin online course.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Widi a student asking about update information of MOE Taiwan scholarship..</li> <li>● Mrs. Wulan asking about date of announcement MOE Taiwan Scholarship and percentage of possibility to get scholarship for bachelor degree.</li> </ul>	
15 April	1. Customer service	<ul style="list-style-type: none"> <li>● Ireny a lecturer asking about scholarship and program for polytechnic students to continue their study.</li> <li>● Ratna asking about payment of application fee procedure by credit card.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Updating weekly report.</li> <li>● Checking and revising news on website for Bahasa Indonesia version.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Getting information about program 2+i from TETO JAKARTA via TEC Jakarta.</li> <li>● Publishing information of Zero case of Covid and share on Instagram to inform students in Indonesia.</li> </ul>	
16 april	1. Customer Service	<ul style="list-style-type: none"> <li>● Anissa asking about culinary for bachelor program in english taught on spring semester.</li> <li>● Viviana asking about biomedical engineering for master degree with english taught.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● listing universities that provide biomedical engineering and culinary for clients.</li> <li>● Updating weekly report</li> <li>● Follow up to Ayun about translation of information about mandarin course online.</li> <li>● Follow up to Wendy about schedule of THEF 2020</li> <li>● Re-check and calculate expense until April.</li> </ul>	
17 April	1. Customer Service	<ul style="list-style-type: none"> <li>● 表花 a student from Purbalingga asking on FB about study and internship program has been stopped by Indonesian government.</li> <li>● Mia asking by instagram messages about procedure and details about Visa service on TETO Jakarta and Surabaya.</li> </ul>	
	2. Tecsid Administration	<ul style="list-style-type: none"> <li>● Updating weekly report.</li> <li>● Updating list of guest and customer.</li> <li>● Checking news on website, IG, and FB.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Getting offer from TEC Jakarta as a moderator for podcast program about Ramadan in Taipei.</li> <li>● Sending weekly report to Wendy.</li> <li>● Contacting some students in Taiwan to ask help for sharing information of Ramadan in Taiwan and will post their story in IG and FB of TECSID.</li> </ul>	
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## WEEKLY ACTIVITIES STATUS REPORT

[20 April - 26 April 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
20 April	1. Customer Service	<ul style="list-style-type: none"> <li>- Mr. Budiman, a teacher asking by Whatsapp number about Asia University time application and brochure.</li> <li>- Sari, a student asking about how to send some revise documents for required documents to apply to NTUST.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>- Checking PPT about Taiwan Government Precautionary Measure Against to Covid-19.</li> <li>- Updating list of guest and clients.</li> <li>- Designing digital media information about information on PPT</li> </ul>	●
21 April	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Designing PPT information material, making digital</li> </ul>	

		<p>pictures to share on TECSID's social medias.</p> <ul style="list-style-type: none"> <li>● Accept cover letter from TEC Jakarta to collaborate as a moderator on Podcast collaboration between TECSID and TEC Jakarta</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Lily, a parents asking by Whatsapp number about bachelor degree with major Culinary and arts with english taught.</li> </ul>	
22 April	1. Customer service	<ul style="list-style-type: none"> <li>● Dhira a student asking about information of IATP on NTUST, link website of IATP.</li> <li>● Kevin a student asking by whatsapp number about short term program on 2-3 months.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Posting on IG and FB about information "Precautionary Measures Against Covid-19 by Taiwan Government"</li> <li>● Checking and revising news on website for Bahasa Indonesia and English version</li> <li>● Designing Ramadan greeting to publish on TECSID's social media</li> <li>● Re-check and revise weekly report on April with Wendy.</li> </ul>	
23 april	1. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Dwi a parents asking about chemical engineering program for bachelor degree with english taught.</li> <li>● Mrs. Titin, a NCTU's student asking for VISA and work</li> </ul>	

		<p>permit for her husband who stay with her in Taiwan.</p>	
	2. TECSID Administrati on	<ul style="list-style-type: none"> <li>● Contact to TETO Surabaya to get more details information for Mrs. Titin's problem.</li> <li>● Updating weekly report</li> <li>● Follow up to Ayun about posting news on website and FB.</li> <li>● Re-check and revise weekly report this week.</li> <li>● Coordination with TEC Jakarta, Mrs. Novi and Mr. Ghifary as a speaker (doctoral student at NTUST and master student at NTPU) about podcast project.</li> </ul>	
24 April	1. Customer Service	<ul style="list-style-type: none"> <li>● Fitri asking by Whatsapp number about ICDF for next year.</li> </ul>	
	2. Tecsid Administrati on	<ul style="list-style-type: none"> <li>● Updating weekly report.</li> <li>● Posting Ramadan Greeting on IG, FB.</li> <li>● Checking news on website, IG, and FB.</li> <li>● Rehearsal for Podcast project with topic " Ramadan 2020 in Taipei From Indonesian Student".</li> <li>● Get an email from Mrs. Meichi, TETO Jakarta to provide monthly report to her.</li> <li>● Re-check weekly report</li> </ul>	
26 April	<ul style="list-style-type: none"> <li>● Podcast project "Ramadan 2020 in Taipei from Indonesian Student"</li> </ul>	<ul style="list-style-type: none"> <li>● sound recording, interview, and join as a moderator to project between TECSID and TEC Jakarta.</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[27 April - 1 May 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
27 April	1. Customer Service	<ul style="list-style-type: none"> <li>- Mrs. Dwi, parents, asking by Whatsapp number about translation degree certificate with Mandarin.</li> <li>- Mrs. Linda, parents, asking by Whatsapp number about fall 2021 announcement.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>- Posting on Whatsapp story about Podcast on Spotify</li> <li>- Coordination with TEC Jakarta for result of recording.</li> <li>- Sending weekly report of last week.</li> </ul>	●
28 April	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Receive video of Asia University profile and check it to post on social media.</li> <li>● Updating list of guest consultation.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Dyah, a student from ITS asking about master degree program for Information Management in Taiwan with english taught.</li> <li>● Citra a student from Unair asking about master degree program for nursing with english taught.</li> </ul>	
29 April	1. Customer service	<ul style="list-style-type: none"> <li>● Sending list of universities with Information Management</li> </ul>	

		program and nursing program to Dyah and Citra.	
	2. TECSID Administrati on	<ul style="list-style-type: none"> <li>● Checking and revising news on website for Bahasa Indonesia and English version</li> <li>● Download and resize for Asia University profile video.</li> <li>● Re-check and revise weekly report on April with Wendy</li> <li>● Receive rank of AU information.</li> </ul>	
30 april	1. Customer Service	<ul style="list-style-type: none"> <li>● Fajar, student, asking for HES program.</li> <li>● Husain, a student, asking for bachelor degree with electrical engineering in English taught.</li> </ul>	
	2. TECSID Administrati on	<ul style="list-style-type: none"> <li>● Updating weekly report</li> <li>● Making google form about alumni and student in Taiwan for testimonial of study in Taiwan.</li> <li>● Re-check and revise weekly report this week</li> <li>● Revise last weekly report with Wendy.</li> </ul>	
1 May	May day	public holiday	