

WEEKLY ACTIVITIES STATUS REPORT

[4 May - 8 May 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
4 May	1. Customer Service	<ul style="list-style-type: none"> - Mrs. Indah, parents, asking by Whatsapp number about major in Feng Chia University that provide english taught for business and engineering. - Mr. Andi, parents, asking by Whatsapp number about Mingchuan University profile. 	
	2. Administration	<ul style="list-style-type: none"> - Design a digital greeting card for Vesak Day / Buddha Day on May 7, 2020. - Post on IG story about Podcast of "Ramadan in Taiwan 2020" - Sending weekly report of last week. 	●
5 May	1. TECSID Office administration	<ul style="list-style-type: none"> ● Receive announcement of Double Degree between Unair and Asia University, redesign for post on IG. ● Share link of google form for collect testimonial from several students in Taiwan ● Updating list of guest consultation. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Mrs. Citra, parents, asking about bachelor degree program for Culinary in Taiwan with english taught. ● Lala a student from MAN 1, asking about bachelor degree with major information system and computer engineering for english taught. 	

6 May	1. Customer service	<ul style="list-style-type: none"> ● Sending list of universities for Lala and Mrs. Citra. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Redesign Vesak Day greeting card ● Design digital poster for Summer Program on AU in IG and Whatsapp story. ● Posting Double Degree Program between AU and Unair. ● Check and revising news on website for Bahasa Indonesia version. 	
7 May	Public National Holiday	<p>Vesak Day - National Holiday</p> <ul style="list-style-type: none"> ● Posting greeting card of Vesak Day on IG, FB, Whatsapp story. 	
8 May	1. Customer Service	<ul style="list-style-type: none"> ● Irene, a lecturer from Politeknik Negeri Pontianak, asking by Whatsapp number about program for transfer credit of Polytechnic student (2+i program) ● Aniza a student from UB asking by Whatsapp number about Summer Program on AU. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Updating weekly report ● Updating list of customer for online consultation ● Follow up to Ayun about all of news has been post on social media of TECSID ● Re-check and revise weekly report this week 	

[11 May - 15 May 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
11 May	1. Customer Service	<ul style="list-style-type: none"> - Mrs. Elke, parents, asking by Whatsapp number about major in Feng Chia University, Ming Chuan Univ, and that provide english taught. - Mr. Rapon, owner of Xinmiao edu center, asking by Whatsapp number about address of TECSID office. 	
	2. Administration	<ul style="list-style-type: none"> - Recheck of Weekly report on May. - Sending weekly report of last week. 	●
12 May	1. TECSID Office administration	<ul style="list-style-type: none"> ● Design of some online sharing session from PPI Hsinchu and Prof. Chen from AU with UNDIP ● Post on IG, Whatsapp story, web, and FB for the sharing session event poster. ● Updating list of guest consultation. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Muniroh, a lecturer of ITS, asking about Summer Program on AU. ● Elsy, a student of UPN Yogyakarta, asking about summer program on AU. ● Vina, a high school student interested with AU Summer Program Online, asking by Whatsapp about detail information. 	● All replied
13 May	1. Customer service	<ul style="list-style-type: none"> ● Sending list of universities for Mrs. Elke. 	

		<ul style="list-style-type: none"> ● Michelle, a high school student, asking by Whatsapp number about universities that still open application for Bachelor degree in english taught. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Share link of google form to collect testimonial from students in Taiwan ● Updating weekly report. ● Coordination about Online Education Fair with Andi and Wendy. ● Check and revising news on website for Bahasa Indonesia version. 	
14 May	1. CUSTOMER SERVICE	<ul style="list-style-type: none"> ● Kevin, a high school student, asking by Whatsapp number about universities in Taichung that still open registration for Fall semester with english taught major. ● Frederick, a high school student, asking by Whatsapp number about universities in Taichung for international students that still open registration until May. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Collect information of universities in Taiwan that still open application register for Fall Semester and list of major in english taught program. ● Updating list of customer consultation ● Make digital information about Online Education Fair 2020. ● Make a digital poster about announcement of MOE Taiwan 	

		scholarship result. Post on IG and FB.	
15 May	1. Customer Service	<ul style="list-style-type: none"> ● Provide information and sending to Michelle, Frederick, and Kevin. ● Milka, a high school student asking about HES for next year. ● Widi, student from UNDIP, asking about announcement of MOE Taiwan scholarship result from TETO. ● Satria, a worker from immigration of Indonesia, asking by Prima's IG about university in Taiwan that provide english taught program for master degree in international studies. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Updating weekly report. ● Updating list of customer for online consultation. ● Re-check and revise weekly report this week. ● Post on IG, Whatsapp story, FB about planning to held Online Edu Fair 2020. 	

WEEKLY ACTIVITIES STATUS REPORT

[18 May - 22 May 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
18 May	1. Customer Service	- Bilqis, a student from UNAIR asking to Whatsapp number about MOE Taiwan Scholarship	

		<p>result announcement of waiting list and confirm.</p> <ul style="list-style-type: none"> - Sherina, a student asking to Whatsapp number about summer online program of AU. 	
	2. Administration	<ul style="list-style-type: none"> - Recheck of Weekly report on May. - Sending weekly report of last week. - Design poster of THEF Online 2020 - Find and share information of THEF online 2020 by IG and FB. - Coordination with TEC Jakarta about this event. 	●
19 May	1. TECSID Office administration	<ul style="list-style-type: none"> ● Design digital greeting card of Eid Fitri 2020. ● Design digital greeting card of Christian's day "Kenaikan Isa Almasih". ● Revise of THEF 2020 Online poster. ● Join to some group related with scholarship, lecturer, education in Indonesia to share information of THEF 2020 Online. ● Updating list of guest consultation. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Widi, a student from UNDIP, asking by Whatsapp about NPUST scholarship or other scholarship except MOE Taiwan. ● Mrs. Pia, a parents, asking by Whatsapp number about announcement of admission result on NCKU and NTUST. 	● All replied

		<ul style="list-style-type: none"> ● Sending broadcast message by Whatsapp about AU Summer Program Online to customer and IO of universities. 	
20 May	1. Customer service	<ul style="list-style-type: none"> ● Sending broadcast message by Whatsapp number to some students who has been consult about announcement of MOE Taiwan Scholarship recipients has been announced. ● Titin, a lecturer of STAI Pasuruan asking by whatsapp number about VISA and TETO office hour. ● Sending broadcast message by Whatsapp number about THEF ONLINE 2020 link of registration. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Updating weekly report. ● Coordination about Online Education Fair with Wendy. ● Check and revise digital poster of THEF ONLINE 2020. ● Post digital poster of THEF ONLINE 2020 on Whatsapp story, IG, FB. 	
21 May	National Public Holiday "Kenaikan Isa Almasih"	National Public Holiday - "Kenaikan Isa Almasih"	
22 May - 25 May	National Public Holiday "Eid Fitri 2020", moslem big day	National Public Holiday - "Eid Fitri"	

WEEKLY ACTIVITIES STATUS REPORT

[25 May - 29 May 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
25 May	National Public Holiday	<ul style="list-style-type: none"> - National Public Holiday - Eid Fitri Raya. 	
	1. Administration	<ul style="list-style-type: none"> - Sending email to all international office colleagues "Eid Fitri Mubarak" Greetings by email - Post on Instagram, FB, and website "Eid Fitri Mubarak" Greeting digital card. - Post 	
26 May	1. Customer Service	<ul style="list-style-type: none"> ● Mrs. Pia asking about NCKU announcement and chance to get scholarship on next semester. ● Thiodias, a high school student ask about registration of THEF online 2020. ● Vini, a student of Universitas Multimedia Nusantara, asking by Whatsapp number about overseas chinese student. ● Dr. Esti, a lecturer of UNTAG SAMARINDA asking by Whatsapp number about registration of THEF Online 2020. 	<ul style="list-style-type: none"> ● All replied
	2. THEF Online 2020	<ul style="list-style-type: none"> ● Sending a digital flyer to promote THEF Online 2020 by email to all International Office of Indonesian Universities. ● Sending a digital flyer to promote THEF Online 2020 by Whatsapp to all customer. 	

		<ul style="list-style-type: none"> ● Coordination with Andi about THEF Online 2020 by Whatsapp call. ● Post a digital poster on Instagram and FB. ● Start to paid promote a digital poster on IG and FB ads to reach many people. ● Create Whatsapp group and Facebook Group for THEF Online 2020. ● Contact to head of the higher education department of all Muhammadiyah universities / colleges in Indonesia, to ask help to promote THEF Online 2020. ● Contact to head of the higher education department of all Muhammadiyah universities / colleges in Indonesia, to ask help to promote THEF Online 2020. ● Contact to AGE and PIH (information and public relations center) of UNAIR to promote THEF Online 2020. 	<ul style="list-style-type: none"> - Will spread to all Whatsapp of Head International Office of each Muhammadiyah University - will spread the information to all principals. - Post the digital flyer on IG story for a week.
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27 May	1. Customer service	<ul style="list-style-type: none"> ● Mrs. Agustina, a head of IO of Atma Jaya Jakarta asking by Whatsapp number about online summer course on AU. ● Ms. Magdalena, a staff of IO Atma Jaya Jakarta asking by Whatsapp number about registration of online summer course on AU. ● Widi, a student from UNDIP confirmed about how to get monthly stipend and next procedure after accepted on National Chiayi University for his master degree. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Updating weekly report. ● Coordination about Online Education Fair with Ayun, Andi, and Wendy. ● Check and revise digital poster of THEF ONLINE 2020. ● Post digital poster of THEF ONLINE 2020 on Whatsapp story, website, and FB. 	
28 May	1. Customer Service	<ul style="list-style-type: none"> ● Lia, a student of Alma Ata Yogyakarta University asking on Whatsapp number about THEF Online 2020 registration and list of university participants. ● Grayson, a high school student asking about how to join on FB Group of THEF Online 2020. ● Mrs. Agustina, a head of IO of Atma Jaya Jakarta asking to Whatsapp number about remittance procedure to pay AU Summer Online Course. 	

	2. THEF Online 2020	<ul style="list-style-type: none"> ● Check all participants of THEF Online 2020 about requirements to join on FB Group. ● Sending an email reminder to participants who have not submit and upload screenshot picture of follow IG and like FB fan page. ● Check the insight result of promotion on IG and FB ads. 	
29 May	1. Customer Service	<ul style="list-style-type: none"> ● Apprilia, an AGE UNAIR staff asking about TECSID events this year. ● Asep, a student asking about registration procedure to join on THEF Online 2020. ● Ika Wulandari and Aina, a student asking about registration to join THEF Online 2020 by Whtasapp number. 	- all replied
	2. THEF Online and TECSID Administration	<ul style="list-style-type: none"> ● Update weekly report ● Check google form result of registration form of THEF Online 2020. ● Check newest register people about their completeness of the document is proof of screenshot follow IG and like of FB TECSID fan page. ● Coordination with Ayun about repromote to all universities on Indonesia. 	