

WEEKLY ACTIVITIES STATUS REPORT

[3 August - 7 August 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
3 Aug	1. Administration	<ul style="list-style-type: none"> - update weekly report - Check the google form response for participants of Info Session on Udayana University - Post a digital poster on Instagram for an Info session at Udayana University. - Coordination with Udayana University about schedule and opening remarks from TECSID and Udayana University 	
	2. Customer Service	<ul style="list-style-type: none"> - Jocelyin, a student , asked to TECSID Whatsapp about Design Interior program for bachelor degree. - Arya Pradana, a student asked to TECSID Whatsapp about business management for master degree with full english taught 	
4 August	1. Administration	<ul style="list-style-type: none"> - Revise and update presentation material for Udayana University Info session. - Repost digital poster on Instagram story of TECSID. - Update guest list information. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Nadia F, a student, asked about list of universities who provide business management for PhD program. ● Muniro, a staff of ITS, asked about update information of VISA. 	<ul style="list-style-type: none"> ● All replied

		<ul style="list-style-type: none"> ● Ipul, a student, asked about certificate degree from AU for dual degree program. 	
5 August	1. Customer service	<ul style="list-style-type: none"> ● Masita, a student, asked about MOE Scholarship information. ● Adi wirya, a student asked about PhD program for chemical engineering with english taught. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Design a digital poster of Webinar Info Session at Universitas Mulawarman. ● coordination with International office of Universitas Mulawarman about rundown, promotion, and details of the event of Webinar Info Session. ● Listed all of the participants of Info Session online at Universitas Udayana. ● Make e-certificate for participants who joined on Info Session Online at Universitas Udayana Bali. 	
	3. Webinar Info Session Online at Universitas Udayana Bali	<ul style="list-style-type: none"> ● Hold info session online with Udayana University Bali 	
6 August	1. Customer Service	<ul style="list-style-type: none"> ● Dedi, a student, asked about 2+i for a vocational student program in Indonesia who wants to apply for a bachelor degree. ● Muthmainnah, asked by Whatsapp number about scholarship for PhD student 	

	2. Administration	<ul style="list-style-type: none"> ● Edit and revise digital poster of Webinar Info Session Online with Mulawarman University. ● Design e-certificate for Webinar Sharing session in Universitas Mulawarman and send to International Office to ask some suggestion. 	-
7 August	1. Customer Service	<ul style="list-style-type: none"> ● Nanik, a parents, asked by whatsapp number about application procedure to apply in some universities in Taiwan, requirement documents, and list of universities. ● Hanny, parents, asked by Whatsapp number about NTOU programs that opened for bachelor degree in english taught. 	
	2. Administration	<ul style="list-style-type: none"> ● Sending a fixed digital poster of Webinar Info Session Online at Universitas Mulawarman. ● Posting a digital poster of Webinar Info Session at Universitas Mulawarman on Instagram TECSID. ● Update weekly report ● Update list of guests who consult with TECSID. ● Looking the date for THEF Online 2020 on November 	

WEEKLY ACTIVITIES STATUS REPORT

[8 August - 14 August 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
10 Aug	1. Administration	<ul style="list-style-type: none"> - update weekly report - Coordination with Universitas Mulawarman about schedule, moderator, PPT, etc. for webinar info sessions online. - Post a digital poster on social media for an Info session at Universitas Mulawarman. - Updating guests list - Contact to TETO Surabaya about update information of VISA for student. 	
	2. Customer Service	<ul style="list-style-type: none"> - Elsa, a student , asked to TECSID Whatsapp about list of universities that provide engineering and management programs for bachelor degree with english taught. - Rosita, a student asked to TECSID Whatsapp about MOE Scholarship. - Nadya, asked about HES Scholarship after graduated from high school. 	
11 August	1. Administration	<ul style="list-style-type: none"> - Reconfirm about financial expenses report with Wendy. - Coordination with Wendy about THEF Online 2020. - Asking Wendy about scholarship recipients who win the lucky draw on Online THEF 2020 (June 2020). 	
	2. Customer Service	<ul style="list-style-type: none"> ● Chintya, a parent calling and asking about overseas student recruitment for bachelor degree. 	<ul style="list-style-type: none"> ● All replied

		<ul style="list-style-type: none"> ● Contact to AGE and coordination about Webinar Online between Unair and NCTU. ● looking for information about Prof. Yu-Chie, Chen from NCTU as a speaker. ● Hanny, parents, asking by Whatsapp number about the details information of MingChuan University, NCU, and Tamkang university. 	
	3. Info Session online	Info Session online with Universitas Mulawarman, attend by 73 people.	
12 August	1. Customer service	<ul style="list-style-type: none"> ● Nabilla, a student, asked about program 2+i for vocational student information. ● Kylie V, a student asked about a scholarship for a bachelor degree program. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Revise and recheck PPT material for Webinar Info Session Online. ● Make e-certificate for participants who joined on Info Session Online at Universitas Mulawarman Samarinda. 	
	3. Webinar Info Session Online	<ul style="list-style-type: none"> ● Make proposals to hold info session at several universities in Indonesia. ● List some universities in Indonesia east area. 	
13	1. Customer Service	<ul style="list-style-type: none"> ● Adi, a student, asked about Elite Scholarship at NCTU 	

August		<ul style="list-style-type: none"> ● Ratna, a student asked by Whatsapp about NCTU Elite Scholarship. ● Agustin, parents, asked by Whatsapp about Overseas student application. 	
	2. Administration	<ul style="list-style-type: none"> ● Sending e-certificate to participants who joined on Webinar Info Session Online at Universitas Mulawarman. ● Revise and update proposals info session for several universities in Indonesia. 	-
14 August	1. Customer Service	<ul style="list-style-type: none"> ● Rheta, a student, asked by Whatsapp number about application procedure to apply in some universities in Taiwan, scholarship, and list of universities. ● Tri, parents, asked by Whatsapp number about study in Taiwan application for bachelor degree with english full taught. ● Jovi, a student asked by Instagram about Visa information. 	
	2. Administration	<ul style="list-style-type: none"> ● Repost on story of instagram TECSID about visa update information. ● Make a digital greetings Independence day of Indonesia. ● Update weekly report ● Update list of guests who consult with TECSID. ● Design digital poster of THEF 2020 for november. 	

WEEKLY ACTIVITIES STATUS REPORT

[17 August - 21 August 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
17 Aug	1. Administration	<ul style="list-style-type: none"> - Post a digital poster on social media about Indonesia Independence Day greeting. 	
	2. National holiday	<ul style="list-style-type: none"> - Indonesia Independence day holiday 	
18 August	1. Administration	<ul style="list-style-type: none"> - Reconfirm about expenses of THEF Online 2020 with Wendy. - Coordination with Wendy about the date of THEF Online 2020 on November. - Sending email proposal to several universities to hold info session online. - Contact to Prof. Yu-Chie, Chen from NCTU about topic, time schedule, and details of Webinar with UNAIR. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Widi, a student asking about Visa information update. ● Cicilia, student, asking by Whatsapp number about the details information of overseas student application. ● Theresia, parents, asking by Whatsapp number about list of university that provide culinary for bachelor degree with english taught. 	<ul style="list-style-type: none"> ● All replied

19 Aug	1. Administration	<ul style="list-style-type: none"> ● Make a digital greeting card design for Islamic New Year 2020 on August 21-22. ● Update list of guest who ask and consult with TECSID. 	
	2. Customer service	<ul style="list-style-type: none"> ● Junita, a student, asked about financial statement information. ● Jessica, a student, asked about how to apply at NTU for overseas student. 	
20 Aug	1. National public holiday	<ul style="list-style-type: none"> ● Posting greeting card digital about Islamic new year on Instagram. 	
21 Aug	1. National public holiday	National public holiday	

WEEKLY ACTIVITIES STATUS REPORT

[24 August - 31 August 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
24 Aug	1. Administration	<ul style="list-style-type: none"> - update weekly report - Coordination UNAIR about Webinar with NCTU. - Sending information about TECSID to UNAIR. - Updating guests list - Contact to TETO Surabaya about update information of VISA for student that will be opened on Aug. 31, 2020. 	
	2. Customer Service	<ul style="list-style-type: none"> - Junita, a student, asked to TECSID Whatsapp about 	

		<p>university scholarship information.</p> <ul style="list-style-type: none"> - Violena, a student asked to TECSID Whatsapp about list of university that provide tax accounting with english taught. - Christinna, asked about HES Scholarship. 	
25 August	1. Administration	<ul style="list-style-type: none"> - Coordination with UNAIR about webinar with Asia University, Prof. Ying-huei, Chen. - Coordination with UNAIR about webinar for Nanotechnology with NCTU. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Julisia, a student, calling and asking about list university and scholarship requirement documents. ● Ciska, a student, asking about list of university that provide cyber security program for bachelor degree with english taught. ● Putri Atika, a student, asking about requirement document for bachelor degree scholarship. ● Dhira, a student, asking about Visa and medical check up. 	● All replied
26 August	1. Customer service	<ul style="list-style-type: none"> ● Alice, a student, asking about overseas chinese student application. ● Susanni, parents, asking about edu fair in this year planning. ● Elisabeth, parents, asking about VISA information update and list of university in Taiwan that 	

		provide hospitality program in english taught.	
	2. TECSID Administrati on	<ul style="list-style-type: none"> ● Receive invitation to join Webinar INDONESIA – TAIWAN ECONOMIC WEBINAR 2020. ● Coordination and confirm with Warmadewa University for Webinar Info Session Online on Aug. 31, 2020 	
	3. Webinar Info Session Online	<ul style="list-style-type: none"> ● Make a digital poster to share on Warmadewa university. ● Make an e-certificate for participants of webinar info session at Warmadewa University at Aug. 31. 	
27 August	1. Customer Service	<ul style="list-style-type: none"> ● Adi wiguna W, a lecturer, asked about Elite Scholarship at NCTU for PhD student. ● Inge, parents, asked by Whatsapp about overseas student application. ● Cicilia, parents, asked by Whatsapp about scholarship for bachelor degree. 	
	2. Administrati on	<ul style="list-style-type: none"> ● Update weekly report ● Update financial report. ● Revise and update PPT for Warmadewa university info session online.. 	-
28 August	1. Customer Service	<ul style="list-style-type: none"> ● Mulia, a student, asked by Whatsapp number about dual degree program between Unair and AU. ● Rahman, a student, asking by Whatsapp about MOE Scholarship. 	

		<ul style="list-style-type: none"> ● Rachel ary, a student asked by Whatsapp about overseas srudent application. 	
	2. Administrati on	<ul style="list-style-type: none"> ● Repost UNAIR feed about TECSID information. ● Update weekly report ● Update list of guests who consult with TECSID. ● Sending digital poster to Warmadewa University for promotion our event. 	
31 Aug	1. Webinar Info Session	Hold info session with Warmadewa University in Indonesia.	
	2. Administrati on	<ul style="list-style-type: none"> ● Provide monthly report and sending to Ms. Meichi, TETO Jakarta. ● Coordination with Wendy about take job over to Vanessa. ● Coordination with Wendy about financial report and fixed it. ● Coordination with UNAIR about the September event. 	