

## WEEKLY ACTIVITIES STATUS REPORT

[1 September - 4 September 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 Sept	1. Administration	<ul style="list-style-type: none"> <li>- update weekly report</li> <li>- Update guest list and customer.</li> <li>- Design and add name of participant of info session at Warmadewa University.</li> <li>- Updating guests list</li> <li>- Posting a news update about VISA Service at TETO has been opened for degree students to Whatsapp and Instagram story.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Muniroh, ITS lecturer, asked to TECSID Whatsapp about requirement documents for applying VISA, COVID-19 test requirement, and medical check up during this pandemic.</li> <li>- Ratna, parents, asked to TECSID Whatsapp about a list of universities that provide international relationship programs with english taught for bachelor degree.</li> <li>- Vivi, parents, asked and called Whatsapp number about statistics program for bachelor degree with full english taught.</li> </ul>	
2 Sept	1. Administration	<ul style="list-style-type: none"> <li>- Coordination with UNAIR about a webinar with Prof. Yu-Chie, Chen from NCTU to collect her autobiography and contact.</li> <li>- Updating the weekly report of August and recheck again before sending to Wendy.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Make a Double tenth greetings video with TETO Surabaya in TECSID Office.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Zarita, a student from UNTAG, asked about list university and MOE scholarship requirement documents for master degree.</li> <li>● Rinda, parents, asking about list of universities that provide culinary programs for bachelor degrees with full english taught.</li> <li>● Ghea, a lecturer from UNESA, asked about dual degree or exchange programs for undergraduate students with major Information Management in english taught.</li> </ul>	<ul style="list-style-type: none"> <li>● All replied</li> </ul>
3 Sept	1. Customer service	<ul style="list-style-type: none"> <li>● Julisia, a student, asking about overseas chinese students and TOEFL minimum score for international students application.</li> <li>● Rinna, parents, asking about a list of universities that provide computer science in Taichung with a full english taught program .</li> <li>● Theresa, parents, asking by Whatsapp number about translation of degree certificate and transcript.</li> </ul>	
	2. TECSID Administrati on	<ul style="list-style-type: none"> <li>● contact to Prof. Yu-Chie Chen about the planning event and send an invitation as a speaker.</li> <li>● Revise and design a PPT for UNAIR and Asia University Webinar event.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Sending and revising some information about TECSID's profile to UNAIR.</li> </ul>	
4 September	1. Customer Service	<ul style="list-style-type: none"> <li>● Nabilla, a student, asked about 2+i program scholarship.</li> <li>● Husain, a student, asking by Whatsapp about list of universities for undergraduate program with english taught that provide mechanical engineering program.</li> <li>● There, parents, asking by Whatsapp number again about list of requirement documents for international students - undergraduate.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Received an invitation from UNAIR to join as a speaker on Webinar between UNAIR and AU.</li> </ul>	-

## WEEKLY ACTIVITIES STATUS REPORT

[7 September - 11 September 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
7 Sept	1. Administration	<ul style="list-style-type: none"> <li>- update weekly report</li> <li>- Update guest list and customer.</li> <li>- Redesign and sending update profile of TECSID to UNAIR.</li> <li>- Design poster of the event in September.</li> <li>- Posting TECSID's event poster on FB and Instagram.</li> </ul>	

	2. Customer Service	<ul style="list-style-type: none"> <li>- Chandra, UNAIR lecturer, asked to TECSID Whatsapp about Webinar of Nanotechnology.</li> <li>- Muhammad Harfi, student, asked to TECSID Whatsapp about info study in Taiwan with major Nanotechnology.</li> <li>- Widi, student, asked and called Whatsapp number about VISA service in TETO Surabaya has overloaded, how about the condition in TETO Jakarta.</li> </ul>	
8 Sept	1. Administration	<ul style="list-style-type: none"> <li>- Coordination with UNAIR about a webinar with Prof. Ying-huei, Chen (Asia University) about TECSID logo, zoom trial.</li> <li>- Coordination with Ayun about Online Info Session with UNIVERSITAS NEGERI GORONTALO, the university accepted our offering to hold an info session but they can't contact further. So we decided to cancel.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Anne, parents, asking by Whatsapp number about list of universities in Taiwan with english taught for business and management major for undergraduate.</li> <li>● Intan and Niken, student, asking by Whatsapp number about MOE and ICDF scholarship document requirement and timeline application of scholarship.</li> </ul>	● All replied
9 Sept	1. Customer service	<ul style="list-style-type: none"> <li>● Nando, a student, asking by Whatsapp number about Webinar registration and</li> </ul>	

		<p>procedure, MOE Taiwan scholarship, and student exchange.</p> <ul style="list-style-type: none"> <li>● Elisabeth, parents, asking by Whatsapp number about NTU timeline application and admission procedure.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Revise and design a PPT for UNAIR and Asia University Webinar event.</li> <li>● Contact to Prof. Chen, Asia University about update information from UNAIR for Webinar.</li> <li>● Coordination with Ni'man, UNAIR's staff about rundown, trial of connection for Indonesian speaker with moderator.</li> </ul>	
10 September	1. Customer Service	<ul style="list-style-type: none"> <li>● Zahra, a student, asked about 2+i program scholarship and Undergraduate program using transferring credit from Indonesia's univ to Taiwan univ.</li> <li>● Aufa, a worker, asking by Whatsapp number about MOE Taiwan scholarship</li> <li>● Senja, a student, asking by Whatsapp number about Academia Sinica scholarship.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>● Update weekly report.</li> <li>● Coordination and trial error of internet connection, rundown, and zoom link with UNAIR for Webinar preparation.</li> </ul>	-

		<ul style="list-style-type: none"> <li>● Repost on Instagram story about poster of the Webinar event on September.</li> </ul>	
11 Sept	1. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Coordination with STIE Banjarmasin about info session online with TECSID.</li> <li>● Coordination with UNAIR staff about time and date for webinar of nanotechnology rehearsal.</li> <li>● Updating weekly report</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● <b>Natalia, student, asking by whatsapp number about MOE and admission timeline to apply to NCKU.</b></li> <li>● <b>Gumilang, student, asking by Instagram about legalization documents process.</b></li> <li>● <b>Zahra, student, asking by Whatsapp number about scholarship and study in Taiwan.</b></li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[14 September - 19 September 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
14 Sept	1. Administration	<ul style="list-style-type: none"> <li>- update weekly report</li> <li>- Update guest list and customer.</li> <li>- Reposting TECSID's event poster on FB and Instagram.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Recheck PPT for Webinar UNAIR and Asia University.</li> <li>- Coordination with Ayun about tomorrow event.</li> <li>- Coordination with Ni'man, UNAIR staff About rundown and sending PPT and video of TECSID.</li> <li>- Inviting Dania as a guest speaker to share her experience study in Taiwan for attend to TECSID Orientation New Students.</li> <li>- Posting a digital poster about 2020 ORIENTATION NEW STUDENTS by Google meet on Instagram and Facebook.</li> <li>- Design a digital greetings for Hindus Raya Day.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Nur, Widi, and Rahman, student, asked to TECSID Whatsapp about registration to Orientation new students 2020.</li> <li>- Merry, parents, asking by Whatsapp number about overseas student application and admission.</li> <li>- Zarita, a student, asking by Whatsapp number about Language certification for applying document admission.</li> <li>- Amalia, a student, asking by Whatsapp number about 2+i program and scholarship.</li> </ul>	
15 Sept	1. Administration	<ul style="list-style-type: none"> <li>- Coordination with UNAIR about a webinar with Prof. Ying-huei, Chen (Asia University) before the webinar.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Primasari, TECSID, attending Webinar with UNAIR and Asia University on the Webinar "Providing Excellent Service during Pandemic".</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Tiffany, a student, asking by Whatsapp number about requirement documents to apply in several Taiwan universities.</li> <li>● Felicia, a student, asking by Whatsapp number about study in Taiwan and scholarship.</li> <li>● Gunawan, parents, asking by Whatsapp number about VISA for visiting his children (student) in Taiwan.</li> <li>● Intan, student, asking by Whatsapp number about MOE document requirement, TOEFL score, financial statement.</li> </ul>	<ul style="list-style-type: none"> <li>● All replied</li> </ul>
16 Sept	1. Customer service	<ul style="list-style-type: none"> <li>● Wie Fuk, parents, asking by Whatsapp number about study in Taiwan. Universities registration and procedure, MOE Taiwan scholarship, and language school.</li> <li>● Bella, parents, asking by Whatsapp number about undergraduate timeline application and admission procedure in I-shou University.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Revise and design a PPT for 2020 orientation new student.</li> <li>● Contact to Dania, Asia University's student about rundown and schema of the Webinar event.</li> </ul>	



		<ul style="list-style-type: none"> <li>● Puput, UNAIR staff, coordination about rundown and topic of Webinar for Prof. Yu-Chie, Chen from NCTU.</li> <li>● Ayun coordination with Prima about timeline to hold Mandarin Teacher training and THEF Online.</li> <li>● Ayun coordination with Prof. Zhou about Mandarin teacher training.</li> <li>● Posting on Instagram feed about Hindu's Raya Day.</li> </ul>	
17 September	1. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Christie, parents, asked about tuition fee, requirement document, admission procedure for Undergraduate with english taught and mandarin taught.</li> <li>● Mia rahmi, rachman, Iroh, and Firo, a student, asking by Whatsapp number about medical check up and VISA document requirements.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>● Update weekly report.</li> <li>● Sending link invitation of online 2020 Orientation New Students for participants.</li> <li>● Repost on Instagram story about poster of the 2020 Online Orientation New Students.</li> </ul>	-
18 sept	1. Customer Service	<ul style="list-style-type: none"> <li>● JOVI, student, asking about financial statement from bank.</li> <li>● Iftita, student, asking about invitation link to join on online 2020 Orientation New Students.</li> </ul>	
	2. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Sending a link invitation of online orientation new</li> </ul>	

		<p>students 2020 to several participant who didn't get the link yet.</p> <ul style="list-style-type: none"> <li>● Updating weekly report</li> <li>● Trial and rehearsal with Google meet for tomorrow event.</li> </ul>	
19 Sept	Hold Online 2020 Orientation New Students	Hold online 2020 Orientation New students by google meet. Attended by 35 participants.	

## WEEKLY ACTIVITIES STATUS REPORT

[21 September - 25 September 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
21 Sept	1. Administration	<ul style="list-style-type: none"> <li>- update weekly report</li> <li>- Update guest list and customer.</li> <li>- Reposting TECSID's event poster on FB and Instagram.</li> <li>- Prima design digital poster for Mandarin Teacher Training 2020 term 2.</li> <li>- Ayun coordination with Prof. Zhou about Mandarin Teacher training, rundown, teacher, registration form.</li> <li>- Make an invitation letter to honorable guest to give a speech on opening ceremony of Mandarin Teacher training 2020.</li> </ul>	

	2. Customer Service	<ul style="list-style-type: none"> <li>- Nita, UNAIR staff, asking by Whatsapp number about MOE Taiwan scholarship and study in Taiwan.</li> <li>- Tere, parents, asking by Whatsapp number about overseas student application and admission.</li> <li>- Alexander, student, asking by Whatsapp number about uploading recommendation letter in NCKU website.</li> <li>- Ima kristanti, POLINEMA's lecturer, asking by Whatsapp number about scholarship for undergraduate program in tax or accounting with english taught.</li> </ul>	
22 Sept	1. Administration	<ul style="list-style-type: none"> <li>- Ayun coordination with Prof. Zhou about Mandarin teacher training for rundown, schema of class training, number of participants.</li> <li>- Primasari, coordination with AGE Unair about Webinar online in Nanotechnology between UNAIR and NCTU, about rehearsal time, rundown, and sending video promotion from TECSID and NCTU (if any).</li> <li>- Primasari, meeting online with TEC Jakarta and Yogyakarta about update the event planning in October to November to TEC Jakarta and Yogyakarta.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Ochi, UNDIP lecturer, asking by Whatsapp number about timeline application to</li> </ul>	

		<p>apply MOE Taiwan scholarship for her students.</p> <ul style="list-style-type: none"> <li>● Mrs. Nihlah, UNIMUS lecturer, asking by Whatsapp number about visa procedure and application.</li> <li>● M. Fajkhri, student, asking by Whatsapp number about VISA application.</li> <li>● Jocelyn, student, asking by Whatsapp number about MOE document requirement, TOEFL score, financial statement.</li> </ul>	<ul style="list-style-type: none"> <li>● All replied</li> </ul>
23 Sept	1. Customer service	<ul style="list-style-type: none"> <li>● Linda, student, asking by Whatsapp number about study in Taiwan. Universities registration and procedure, MOE Taiwan scholarship, and ICDF.</li> <li>● Putri, student, asking by Whatsapp number about HES program scholarship.</li> <li>● Mrs. Fenny and Mrs. Melly, parents, asking by Whatsapp about list of univ in Taiwan that provide tourism and hospitality program for undergraduate degree.</li> <li>● Aldo, student, asking about Taiwan scholarship and list of univ in Taiwan with major architecture with english taught for Undergraduate degree.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Receiving digital poster of Online Sharing session hold by TEC Jakarta, they ask help to</li> </ul>	

		<p>promote their event to TECSID's instagram.</p> <ul style="list-style-type: none"> <li>● Prima ask help Ayun to add Mandarin sentence to Digital poster of Mandarin Teacher Training program.</li> </ul>	
24 September	1. Customer Service	<ul style="list-style-type: none"> <li>● Nando, student, asking about admission procedure for Undergraduate with english taught and mandarin taught.</li> <li>● Cicilia, a student, asking by Whatsapp number about TOCFL minimal score and timeline TOCFL test in Surabaya.</li> <li>● Mrs. Inge, parents, asking about minimum money balance in bank account to apply study in Taiwan.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>● Update weekly report.</li> <li>● Repost on Instagram story about poster of the Webinar between NCTU and UNAIR.</li> <li>● Post a digital poster of TEC jakarta online sharing session.</li> <li>● Help TEC Jakarta to try their connection and setup of the Ms. Teams for Online Sharing Session.</li> </ul>	-
25 sept	1. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Melly, parents, asking about requirement documents, translation of transcript and other documents.</li> <li>● Alice, student, asking about overseas student application.</li> </ul>	
	2. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Updating weekly report</li> <li>● Ayun share to Whatsapp Mandarin teacher group about</li> </ul>	

		planning to hold Mandarin teacher training session 2.	

## WEEKLY ACTIVITIES STATUS REPORT

[28 September - 30 September 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
28 Sept	1. Administration	<ul style="list-style-type: none"> <li>- update weekly report</li> <li>- Recheck digital poster for Mandarin Teacher Training 2020 term 2 before post on TECSID social media.</li> <li>- Ayun coordination with Prof. Zhou about Mandarin Teacher training, rundown, teacher, registration form.</li> <li>- Send an invitation letter to honorable guests to give a speech at the opening ceremony of Mandarin Teacher training 2020.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Ferdinand and Veronica, parents, asking by Whatsapp number about study in Taiwan for undergraduate student.</li> <li>- Mela, student, asking by Whatsapp number about overseas student application and admission and MOE Taiwan scholarship.</li> </ul>	

29 Sept	1. Administration	<ul style="list-style-type: none"> <li>- Ayun coordinated with Prof. Zhou about Mandarin teacher training for rundown, material, and other.</li> <li>- List universities in Indonesia to hold info session.</li> <li>- Design greetings of Indonesia's National Day, "Hari Kesaktian Pancasila on October 1st, 2020".</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Mr. Ariyono, parents, asking by Whatsapp number about timeline application to apply MOE Taiwan scholarship for undergraduate students and overseas students.</li> <li>● Mrs. Christie, parents, asking by Whatsapp number about list of universities that provide computer science and engineering with english taught programs for undergraduate students.</li> <li>● Melati, student, asking by Whatsapp number about study in Taiwan admission.</li> </ul>	● All replied
30 Sept	1. Customer service	<ul style="list-style-type: none"> <li>● Richard, and Lia, student, asking by Whatsapp number about minimum score of TOEFL and IELTS for master and doctoral degree.</li> <li>● Mrs. Nadia, parents, asking by Whatsapp number about HES program scholarship.</li> <li>● Zahra, student, asking by Whatsapp number about list of universities in Taiwan that provide master degree with</li> </ul>	

		english taught class with major health science.	
	2. TECSID Administrati on	<ul style="list-style-type: none"> <li>● Posting on Instagram feed about Mandarin teacher training.</li> <li>● Prima ask help to TEC Jakarta and Yogyakarta to share and promote TECSID's event.</li> </ul>	