

## WEEKLY ACTIVITIES STATUS REPORT

[2 to 6 November 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
2 Nov	1. Administration	<ul style="list-style-type: none"> <li>- update the weekly report of last week on October to Nov. 1.</li> <li>- Update guest list</li> <li>- Update total participants who registered THEF online 2020.</li> <li>- Make a group to discuss preparation of THEF Online 2020.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Joann, student, asking by Whatsapp number about an example of study plan and recommendation letter for applying university</li> <li>- Tian, student, asking by Whatsapp number about asking help to check his study plan.</li> </ul>	
3 Nov	1. Administration	<ul style="list-style-type: none"> <li>- redesigning poster of THEF 2020</li> <li>- Revise the details in google form for registration in THEF Online 2020.</li> <li>- Make a digital poster about THEF Online 2020 for feed on Instagram</li> <li>- Sending a message by Whatsapp to promote THEF Online 2020.</li> <li>- Coordination with Andi and Tirta to promote the THEF Online 2020.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● M. Dhira a student, asking by Whatsapp number to help to</li> </ul>	

		<p>apply his documents to Indonesian Ministry of Foreign Affairs.</p> <ul style="list-style-type: none"> <li>● Mellyana, parents, asking by Whatsapp number about procedure to register THEF Online 2020</li> <li>● Melati, student, asking by Whatsapp number about universities list that join on THEF Online 2020.</li> </ul>	<ul style="list-style-type: none"> <li>● All replied</li> </ul>
4 Nov	1. Administration	<ul style="list-style-type: none"> <li>● TECSID receive invitation to participate in education fair that hold by UNAIR.</li> <li>● collecting univ participants in THEF Online 2020 information.</li> <li>● Make a design of universities information</li> <li>● make a list of participants of Mandarin Teacher Training in mail merge to send their e-certificates.</li> <li>● Help Prof. Zhou to collect Mandarin Teacher Training participant's testimony</li> </ul>	
	2. Customer service		
5 Nov	1. Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Update mail merge data for sending e-certificates of Mandarin Teacher Training.</li> <li>● Posting in Whatsapp group of THEF Online 2020 about universities</li> </ul>	

		<p>participant in THEF ONLINE 2020 : NTU and NTNU.</p> <ul style="list-style-type: none"> <li>● posting in Instagram of TECSID : information about TOCFL Webinar that hold by TEC in Jakarta.</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Citrasari, student, asking by whatsapp number about midwifery program for master degree with full english taught.</li> </ul>	
6 Nov	1. ADMINISTRATION	<ul style="list-style-type: none"> <li>● update total participants registered in Google form of THEF Online 2020</li> <li>● Update weekly report</li> <li>● Sending an email to promote THEF Online to all international office of universities in Indonesia.</li> <li>● meeting about THEF Online 2020 technical event, participant of meeting: Prima, Ayun, Andi (AU), Tirta (TEC in Jakarta), Lia, Andirizal (TEC in Yogyakarta), Litha.</li> </ul>	
	3. Customer service	<ul style="list-style-type: none"> <li>● Yoga, student, asking by whatsapp number about accounting major for master degree with full english taught.</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[9 to 13 November 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
9 Nov	1. Administration	<ul style="list-style-type: none"> <li>- update the weekly report last week</li> <li>- Update guest list</li> <li>- Update total participants who registered THEF online 2020.</li> <li>- Share information about TOCFL test regulation and technical setting with TEC in Yogyakarta.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Maria, student, asked to TECSID Whatsapp about MOE scholarship information.</li> <li>- Richard a student asked to TECSID Whatsapp about list of university that provide Mathematic with english or chinese taught.</li> <li>- Julliyo, a student asked to TECSID Whatsapp about list of university that provide International Affairs with english taught.</li> <li>- Rivanna a student asked to TECSID Whatsapp about list of university that provide PhD Nursing with english taught</li> </ul>	
10 Nov	1. Administration	<ul style="list-style-type: none"> <li>- redesigning poster of THEF 2020</li> <li>- Posting poster about THEF Online 2020 for instagram story</li> </ul>	

		<ul style="list-style-type: none"> <li>- Sending a message by Whatsapp to promote THEF Online 2020.</li> <li>- Design greeting post for National Heroes Day in Indonesia 2020</li> <li>- Posting in Instagram about National Heroes Day in Indonesia</li> <li>- Sending to AGE UNAIR the requirement documents for Airlangga Global Day event (education fair online)</li> <li>- Posting in Instagram about greetings from AU for ITS Dies natalis day event</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Naomi, a student asked to TECSID Whatsapp about list of university that provide accounting with english taught</li> </ul>	<ul style="list-style-type: none"> <li>● All replied</li> </ul>
11 Nov	1. Administration	<ul style="list-style-type: none"> <li>● Contact to Information Center and Public Relations of UNAIR to ask help make a news release of THEF Online 2020.</li> <li>● Sending an e-invitation to all of dean of each faculty in UNAIR to promote THEF Online 2020</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Biowan, a student asked to TECSID Whatsapp about list of university that provide PhD</li> </ul>	

		Biomedical with english taught	
12 Nov	1. Admini stratio n	<ul style="list-style-type: none"> <li>● collecting information about promotion and advertisement method to increase the total participant for THEF Online 2020</li> <li>● Posting in Whatsapp group of THEF Online 2020 about universities participant in THEF ONLINE 2020</li> <li>● Make a guideline for chat and website menu for all participants of THEF Online 2020.</li> <li>● Upadte information of participants around 1400 people has been registered in google form of THEF ONLINE 2020</li> </ul>	
	2.Custom er service	<ul style="list-style-type: none"> <li>● Nadya student asked to TECSID Whatsapp about list of university that provide public administration with english taught</li> </ul>	
13 Nov	1. ADMIN ISTRA TION	<ul style="list-style-type: none"> <li>● Contact to several paid promote instagram account to promote THEF Online 2020.</li> <li>● Revised poster of THEF Online 2020, the logo of a university need to change.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Contact to some reporter to ask help to cover the news of THEF Online 2020 such as CNN media, Sindonews, Republika,</li> <li>● Coordination with Information Center and Public Relations about promotion and news release.</li> </ul>	
	3. Customer service	<ul style="list-style-type: none"> <li>● Hanson come to student asked about list of university that provide finance with english taught</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[16 to 21 November 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
16 Nov	1. Administration	<ul style="list-style-type: none"> <li>- Update guest list</li> <li>- Update total participants who registered THEF online 2020.</li> <li>- Make a google form registration of THEF Online 2020 for Indian and other countries.</li> <li>- Revise poster for detail of time event.</li> <li>- Print the poster THEF ONLINE 2020 to post on several</li> </ul>	

		restaurants or bookstore as a promotional way	
	2. Customer Service	- Jonathan, Denny, Raina, and Nita asked how to join THEF Online 2020	
17 Nov	1. Administration	<ul style="list-style-type: none"> <li>- Posting poster about THEF Online 2020 for instagram story</li> <li>- Post some poster in several bookstore and restaurants in Surabaya where place near of some school area</li> <li>- Sending a message by Whatsapp to promote THEF Online 2020.</li> <li>- Coordination with UNAIR, UNJ, UMY to collect Rector's speech for opening ceremony of THEF ONLINE 2020.</li> </ul>	
	2. Customer Service	● Mr. Rudy asked about finance, business management department in Taiwan.	● All replied
18 Nov	1. Administration	<ul style="list-style-type: none"> <li>● Coordination with UNAIR about material of info session about study in Taiwan to show on education fair that hold by UNAIR.</li> <li>● Broadcast to all participants to remind them to login in THEF VIRTUAL app.</li> </ul>	



		<ul style="list-style-type: none"> <li>● Broadcast to all participants to inform how to use web or app for THEF ONLINE 2020</li> <li>● coordination with UNAIR about meeting schedule to discuss education fair hold by UNAIR "Airlangga Global Day 2020"</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Kesha, Ranita, Mela, and Fenny asked how to join THEF Online 2020</li> </ul>	
19 Nov	1. Administration	<ul style="list-style-type: none"> <li>● Discuss and coordination with all TEC in Indonesia about lucky draw and technical event during the day of THEF ONLINE 2020</li> <li>● Remind all participants by Whatsapp group to join in website taiwanedufair.com or THEF Virtual app</li> <li>● Prepare all the needs for THEFonline 2020.</li> <li>● Coordination with Andi, and all TEC in Indonesia about THEF Online 2020.</li> </ul>	
	2. Customer service	-	
20Nov	1. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Rehearsal for THEF online 2020 with all member of TEC in Indonesia, Andi Azhar, and MC of the event.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Coordination with Information Center and Public Relations about promotion and news release.</li> <li>● Sending ppt material to UNAIR for Airlangga Global Day 2020 education fair</li> <li>● Post to Instagram how to chat and use application and website taiwanedufair.com.</li> </ul>	
	3. Customer service	<ul style="list-style-type: none"> <li>● Adit, Sasa, Rey, and Galih Fenny asked how to join THEF Online 2020.</li> </ul>	
21 Nov	Taiwan Higher Education Fair 2020	<ul style="list-style-type: none"> <li>● Hold THEF ONLINE 2020</li> <li>● Stand by to help all participants if they have any questions during THEF Online 2020.</li> <li>● Buying all lucky draw gifts after the event finish.</li> </ul>	
22 Nov	1. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Check all the answer of quiz session during THEF Online 2020 from all participants.</li> <li>● Contact to all lucky draw gift recipients and Scholarship recipients.</li> <li>●</li> </ul>	

WEEKLY ACTIVITIES STATUS REPORT  
[24 November - 30 November 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
23 Nov	1. Administration	<ul style="list-style-type: none"> <li>- Join in Airlangga Global Day 2020, virtual education fair</li> <li>- Update guest list</li> <li>- Update news that already publish in Indonesian's media</li> <li>- Contact to reporter and pay the fee of cover news of the THEF ONLINE 2020 event</li> <li>- Receive the news from UNAIR reporter about THEF Online 2020 in Unair's news and Kompas (local media)</li> <li>- Contact Scholarship winner from THEF Online</li> </ul>	
	2. Customer service	<p>Edward, Student, asked about Taiwan University admission for Master student</p> <p>Linda, Parent, asked about hospitality department and mandarin class in Taiwan University</p>	
24 Nov	1. Administration	<ul style="list-style-type: none"> <li>- Contact and confirm to all winner about their contact information of all scholarship recipients and lucky draw gifts recipients.</li> <li>- Revise the press release and share to all reporter (national media)</li> <li>- Join in Airlangga Global Day 2020 education fair.</li> </ul>	
	2. Customer Service		

25 Nov	1. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Design the e-certificates for all participants of THEF ONLINE 2020</li> <li>● update weekly report</li> <li>● Update financial report</li> <li>● Collect the data all winners to send the gifts</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Mr. Rudy asked about finance, business management department in Taiwan.</li> <li>● Zelda, asked about University in New Taipei University</li> <li>● Inez, asked about NDHU admission for bachelor degree</li> <li>● Saif, PhD student in Unair, asked about exchange program in Taiwan.</li> </ul>	● All replied
26 Nov	1. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Hold google meet with all gift and scholarship recipients</li> <li>● Revise all e-certificates</li> <li>● Check and archive the receipt of all TECSID's expense</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Putu, ITS student, asked about internship student visa</li> <li>● Cherry, asked about international student and overseas student admission</li> </ul>	
27 Nov	1. Administration	<ul style="list-style-type: none"> <li>● Posting the information of webinar from NCCU and several universities for TEC in Jakarta event.</li> <li>● Input all the name of THEF Online 2020 participants to e-certificate file</li> </ul>	

	2. Customer service	<ul style="list-style-type: none"> <li>● Dayu, Student, asked about nursing master degree in NTUNHS</li> </ul>	
30 nov	1. ADMINISTRATION	<ul style="list-style-type: none"> <li>● Coordination with Vanessa about all requirement documents that need to submit and send to Taiwan as a MOE's report.</li> <li>● Check all weekly report</li> <li>● Check all financial report and update</li> </ul>	
	3. Customer	<ul style="list-style-type: none"> <li>● Vito, student, asked about admission requirement</li> <li>● Reza, student, asked about Taiwan University (admission, student life, tuition fee)</li> </ul>	