

## WEEKLY ACTIVITIES STATUS REPORT

[1 to 4 Dec 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 Dec	1. Administration	<ul style="list-style-type: none"> <li>- update the weekly report of last week of November</li> <li>- Update guest list consultation</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Mr. Anto, parent, asking by Whatsapp about an general information study in Taiwan</li> <li>- Mrs. Siti, lecturer of UNM, asking by Whatsapp number about scholarship for master degree in chemical engineering program.</li> </ul>	
2 Dec.	1. Administration	<ul style="list-style-type: none"> <li>- Fix and recheck about financial report and weekly report</li> <li>- Make a monthly report to TETO</li> <li>- contact each university that provide scholarship for THEF 2020 lucky draw.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Maulana dhira, a student, asking by Whatsapp number to help to apply his documents to TETO for legalization.</li> <li>● Kwee, student, asking by Whatsapp number to check and assistance review his study plan.</li> </ul>	
3 Dec	1. Administration	<ul style="list-style-type: none"> <li>● Revise and update weekly report for july to November 2020.</li> <li>● Collect some photos of TECSID activities during this year.</li> <li>● Check and follow up all of the proposal letters to</li> </ul>	

		<p>hold info and sharing sessions .</p> <ul style="list-style-type: none"> <li>● Provide and send to Vanessa all of the financial report of TECSID.</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Cicilia, student, asking by Whatsapp number about financial statement.</li> <li>● Limar, student, asking by Whatsapp number about study in taiwan information</li> </ul>	
4 Dec	1. Administration	<ul style="list-style-type: none"> <li>● Make a letter of proposal to send all schools and universities in Indonesia to hold virtual info session in 2021</li> <li>● Posting in Whatsapp group about opening registration for several Taiwan universities for spring term.</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Grace margareth, student, asking by whatsapp number about her question during THEF online 2020 didn't answered yet.</li> <li>● Husein, student, asking by Whatsapp number about NTUT information.</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[7 to 11 Dec 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
7 Dec	1. Administration	<ul style="list-style-type: none"> <li>- update the weekly report of first week of December</li> <li>- Update guest list consultation</li> <li>- Sending all documents to Taiwan</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Rosmitha, parent, asking by Whatsapp about an general information study in Taiwan and Mandarin language center course in Taiwan</li> <li>- Nabilla, student, asking by Whatsapp number about the 2+i program for 2021 registration.</li> <li>- Anton, student, asking by Whatsapp number about general information of scholarship from MOE.</li> </ul>	
8 Dec.	1. Administration	<ul style="list-style-type: none"> <li>- Contact to TETO Surabaya for VISA application information update</li> <li>- Sending to TETO, TECSID monthly report.</li> <li>- Update information of Taiwan universities list and timeline of registration for 2021 spring and fall.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Olivia, a student, asking by Whatsapp number about tuition fee information and procedure to pay the tuition fee.</li> <li>● Ja'faruddin, a student, asking by Whatsapp number about PPT</li> </ul>	

		<p>material from TECSID info session</p> <ul style="list-style-type: none"> <li>● Novi Gian, a student, asking by Whatsapp number about procedures for legalizing documents in TETO</li> <li>● Junita, Parents, asking by Whatsapp number about Overseas Chinese Program and Computer Science Program</li> <li>●</li> </ul>	
9 Dec	1. Admini stratio n	<ul style="list-style-type: none"> <li>● Revise and update weekly report last week</li> <li>● Coordination with PUSBA UNAIR about mandarin course class for next term</li> </ul>	
	2. Custo mer service	<ul style="list-style-type: none"> <li>● Sylvia, student, asking by Whatsapp number about quarantine fee and procedure.</li> <li>● Debby, student, asking by Whatsapp number about master degree scholarship in CYCU.</li> </ul>	
10 Dec	1. Admini stratio n	<ul style="list-style-type: none"> <li>● Revise some proposal of offering sharing session for Indonesian universities</li> <li>● Sending email of offering letter to hold info session to several universities</li> </ul>	● No reply yet
	2. Custom er service	<ul style="list-style-type: none"> <li>● Nobby, student, asking by whatsapp number about her living cost and chance to upgrade her scholarship in NTUST</li> <li>● Ika, student, asking by Whatsapp number about biomedical engineering program in Taiwan.</li> </ul>	

		● Metta Agnes, a student, asking by whatsapp about THEF 2021 material and Youtube Link	
11 Dec	Customer Service	● Muhammad Lukman, a student, asking by whatsapp about Asia University Scholarship	

## WEEKLY ACTIVITIES STATUS REPORT

[14 to 18 Dec 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
14 Dec	1. Administration	<ul style="list-style-type: none"> <li>- update the weekly report of last week of December</li> <li>- Update guest list consultation</li> <li>- Update Taiwan universities and program as TECSID's datas.</li> <li>- Sending email to CMU, AU, Nan Hua University, Tzu chi university, and Yuan Ze University to give information of scholarship recipients data from luck draw of THEF 2020</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Faustine, student, asking by Whatsapp about PCR test as a requirement to enter Taiwan and quarantine procedure.</li> <li>- Debby, student, asking by Whatsapp number about the MOE scholarship.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Cherry, student, asking by Whatsapp about IBM Program in Taiwan University</li> </ul>	
15 Dec.	1. Administration	<ul style="list-style-type: none"> <li>- Make a design to share information of Virtual Student Exchange program by Asia University for spring semester.</li> <li>- Posting in Instagram and all of TECSID social media about AU Virtual Student Exchange Program.</li> <li>- Sending to all international office of Indonesian Universities about flyer of AU Virtual Exchange Program.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Rustyana, a student, asking by Whatsapp number about ICDF scholarship timeline.</li> <li>● Fitria, a student, asking by Whatsapp number about details information of AU exchange program.</li> <li>● Muthmainnah, a teacher, call by Whatsapp, about Taiwan Scholarship.</li> </ul>	
16 Dec	1. Administration	<ul style="list-style-type: none"> <li>● Revise and update weekly report last week</li> <li>● Make a design of poster for Mandarin class by UNAIR language center</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Frinsi, student, asking by Whatsapp number about AU virtual student exchange.</li> <li>● Naysilla, student, asking by Whatsapp number about university list that provide master degree with finance program full english taught.</li> </ul>	

17 Dec	1. Admini stratio n	<ul style="list-style-type: none"> <li>● Reposting AU virtual student exchange program in TECSID social media.</li> <li>● Revise and make a layout of poster for Mandarin class hold by UNAIR language center.</li> </ul>	● No reply yet
	2. Custom er service	<ul style="list-style-type: none"> <li>● Devina, lecturer of Mulawarman univeristy, asking by whatsapp number about update information of MOE Scholarship for 2021.</li> <li>● Irene, lecturer from Pontianak Polytechnic asking by Whatsapp number about civil engineering tuition fee in NTUST, NTU, NTHU, NDHU.</li> </ul>	
18 Dec	1. ADMINISTR ATION	<ul style="list-style-type: none"> <li>● Sending poster file to Unair Language Center to get some suggestions.</li> <li>● Make a design of website flyer for Mandarin class in UNAIR LANGUAGE CENTER.</li> </ul>	
	2. CUSTOMER SERVICE	<ul style="list-style-type: none"> <li>● Naya, and Desy Rahmawati, a student, asking by Whatsapp number about details information of AU Virtual Student Exchange program.</li> <li>● Muhammad Kurniawan, a worker, asking by Whatsapp number about details information of AU Virtual Student Exchange.</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[21 to 25 Dec 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
21 Dec	1. Administration	<ul style="list-style-type: none"> <li>- Revise the latest design of poster and web flyer for mandarin class hold by UNAIR Language Center according to UNAIR staff suggestion.</li> <li>- Update guest list consultation</li> <li>- make a design of digital poster about Christmas day.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Mrs. Dewi, parents, asking by Whatsapp about detail information to apply study in Taiwan.</li> <li>- Denny, Nia, and Debby, students, asking by Whatsapp number about the detail information of AU Virtual Student Exchange program</li> </ul>	
22 Dec.	1. Administration	<ul style="list-style-type: none"> <li>- Sending to some international office of Indonesian Universities about flyer of AU Virtual Exchange Program.</li> <li>- Contacted to Mr. Chou about some planning for TECSID</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Nita, parents, asking by Whatsapp number about list universities with law major full english taught for bachelor degree.</li> <li>● Fitri, a workee, asking by Whatsapp number about</li> </ul>	



		details information of scholarship in Taiwan.	
23 Dec	1. Administration	<ul style="list-style-type: none"> <li>● Revise and update weekly report last week</li> <li>● Sending flyer of AU virtual student exchange program to all students and parents who has consulted with TECSID.</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Mrs. Sitti, a worker, asking by Whatsapp number about details information of AU virtual student exchange.</li> <li>● Hanif, student, asking by Whatsapp number about legalization procedure.</li> </ul>	
24 to 25 Dec	public holiday in Indonesia	<ul style="list-style-type: none"> <li>● Reposting AU virtual student exchange program in TECSID social media.</li> </ul>	● No reply yet

## WEEKLY ACTIVITIES STATUS REPORT

[28 to 31 Dec 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
28 Dec	1. Administration	<ul style="list-style-type: none"> <li>- Update weekly report</li> <li>- Update guest list consultation</li> <li>- make a design of digital poster about happy new year greetings.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Mrs. Dewi P., parents, asking by Whatsapp number about overseas student.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Linda, students, asking by Whatsapp number about the detail information of AU Virtual Student Exchange program.</li> </ul>	
29 Dec.	1. Administration	<ul style="list-style-type: none"> <li>● Update list of universities in Taiwan and program that provide there.</li> <li>● Make an internal planning and discussions about the target each month for next year.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● kylie and Tina, student, asking by Whatsapp number about ICDF and MOE scholarship.</li> </ul>	
30 Dec	1. Administration	<ul style="list-style-type: none"> <li>● Revise digital poster for New Year greeting</li> <li>● Sending New Year Greeting to all colleagues of TECSID by email.</li> </ul>	
	2. Customer service	<ul style="list-style-type: none"> <li>● Gikka, student, asking by Whatsapp number about MOE and admission timeline to apply for master degree in Taiwan University.</li> <li>● Irfa, a student, asking by Whatsapp number about procedures for legalizing documents in TETO</li> </ul>	
31 Dec	public holiday in Indonesia	<ul style="list-style-type: none"> <li>● Posting Happy New Year greetings in Instagram and all social media of TECSID</li> </ul>	<ul style="list-style-type: none"> <li>● No reply yet</li> </ul>