

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

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

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

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

		<ul style="list-style-type: none"> ● Metta Agnes, a student, asking by whatsapp about THEF 2021 material and Youtube Link 	
11 Dec	Customer Service	<ul style="list-style-type: none"> ● 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"> - update the weekly report of last week of December - Update guest list consultation - Update Taiwan universities and program as TECSID's datas. - 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 	
	2. Customer Service	<ul style="list-style-type: none"> - Faustine, student, asking by Whatsapp about PCR test as a requirement to enter Taiwan and quarantine procedure. - Debby, student, asking by Whatsapp number about the MOE scholarship. 	

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

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

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

		details information of scholarship in Taiwan.	
23 Dec	1. Administration	<ul style="list-style-type: none"> ● Revise and update weekly report last week ● Sending flyer of AU virtual student exchange program to all students and parents who has consulted with TECSID. 	
	2. Customer service	<ul style="list-style-type: none"> ● Mrs. Sitti, a worker, asking by Whatsapp number about details information of AU virtual student exchange. ● Hanif, student, asking by Whatsapp number about legalization procedure. 	
24 to 25 Dec	public holiday in Indonesia	<ul style="list-style-type: none"> ● Reposting AU virtual student exchange program in TECSID social media. 	<ul style="list-style-type: none"> ● 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"> - Update weekly report - Update guest list consultation - make a design of digital poster about happy new year greetings. 	
	2. Customer Service	<ul style="list-style-type: none"> - Mrs. Dewi P., parents, asking by Whatsapp number about overseas student. 	

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