

WEEKLY ACTIVITIES STATUS REPORT		
1 Feb	Administration	<ul style="list-style-type: none"> ● update the weekly report of last January ● Update guest list consultation ● Make a design layout to publish information about the Huayu Enrichment Scholarship program. ● Check and find the update information about Taiwan Scholarship.
	Customer Service	<ul style="list-style-type: none"> ● Shinta, a student, asking by Whatsapp number about University List with Interior Design program for Undergraduate student ● Jonathan, Student, asking by Whatsapp number about the Scholarship in Asia University ● Robin, student, asking by Whatsapp number about universities in Taiwan. ● Alexander, student, asking about medical checkup and Vaccine for COVID-19 regulations. ● Indi, student, asking about MOE SCHOLARSHIP information.
2 Feb	Administration	<ul style="list-style-type: none"> ● Coordinate with Prof. Shao-Yuh Chou to make suggestion form for next Mandarin Teacher Training from Indonesia Teacher ● Post and share information of HUAYU ENRICHMENT SCHOLARSHIP TAIWAN program on TECSID's media social. ● Get an email from National Taipei University of Education to ask help to promote their program study on TECSID media social. ● Promote and share about Taiwan Education Fair on March 27, 2021. ● Make a digital poster of TAIWAN EDUCATION FAIR 2021, Link of registration by Google form, qr code.
	Customer Service	<ul style="list-style-type: none"> ● Naomi, a student, asking by Whatsapp

		<p>number about Admission and Scholarship in NTUST</p> <ul style="list-style-type: none"> ● Ariyono, a teacher, asking by Whatsapp number about Huayu Enrichment Scholarship ● Lina, student, asking by whatsapp number about MOE and study in Taiwan. ● Fatma and Andras, student, asking by whatsapp number about HES program.
3 Feb	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 ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Make a digital poster layout to publish information about NTPUE program. ● Editing digital poster of Taiwan Education Fair 2021. ● Coordination with Vanessa about design of poster Taiwan Education Fair 2021.
	Customer service	<ul style="list-style-type: none"> ● Lina, student, asking by Whatsapp number about University List with Law Department for Master Student ● Anton, student, asking by Whatsapp number about MOE Scholarship ● Dion, student, asking by Whatsapp number about details information of MOE Scholarship.
4 Feb	Administration	<ul style="list-style-type: none"> ● Coordinate with Airlangga University Language Center about Mandarin Class ● Collect Indonesian Teacher Suggestion for next Mandarin Teacher Training ● Sending the digital poster of Taiwan Education Fair 2021 to Mrs. Grace Ou, TETO Jakarta.
	Customer service	<ul style="list-style-type: none"> ● Venny, a student, asking by whatsapp number about Asia University Admission Information

		<ul style="list-style-type: none"> ● Nikita student, asking by Whatsapp number about Scholarship in Taiwan ● Lelly marini, lecturer in State of Polytechnic of Pontianak, asking about details information of scholarship ● Shinta, a student, asked by Whatsapp number about HES and MOE Taiwan scholarship.
5 Feb	Administration	<ul style="list-style-type: none"> ● Send a letter of proposal to send all schools and universities in Indonesia to hold virtual info session in 2021. ● Share and promote poster of THEF 2021 to all TEC Office, TECSID media social. ● Coordination with Andi Azhar about the schedule planning of THEF 2021.
	Customer service	<ul style="list-style-type: none"> ● Sara, a student, asking by Whatsapp number about TOCFL Schedule ● Receive proposal to attend on Scholarship Festival in Yogyakarta, TECSID offer to contact TEC UMY because they in the same area/city. ● Melissa, student, asking by Whatsapp number about list of universities that provide architecture with full english taught for bachelor degree.
8 Feb	Administration	<ul style="list-style-type: none"> ● Update guest list consultation ● Update the weekly report
	Customer Service	<ul style="list-style-type: none"> ● Jocelyn, a student, asking by Whatsapp number about International Student admission ● Nia, a student, asking by email and Whatsapp number about NCKU admission procedure. ● Ananda, a student, asking by Whatsapp number about the procedure for legalizing document in TETO ● Tian, student, asking by Whatsapp number about VISA and Taiwan entry

		regulations for returning students of Huayu Enrichment Scholarship program.
9 Feb.	Administration	<ul style="list-style-type: none"> ● Check Suggestion form result for next Mandarin Teacher Training and ask more teacher to fill it ● Coordination with AGE UNAIR about the next info session event on Airlangga Education Expo 2021 that was organized by AGE UNAIR. ● Contact and coordination with Dania, as an AU scholarship recipient and also UNAIR alumni about the PPT material ● Make a digital poster layout to publish a live info session on AEE 2021 information.
	Customer Service	<ul style="list-style-type: none"> ● Maya, Parent, asking by Whatsapp number about University List with Taught English Accounting Department or Undergraduate student. ● Citra, AGE Staff, asking by Whatsapp number about chinese new year tradition.
10 Feb	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Posting digital poster in Instagram story of TECSID.
	Customer service	<ul style="list-style-type: none"> ● Nadia, a Teacher, asking by Whatsapp number about TOCFL schedule. ● Johan, parents, asking by Whatsapp number about undergraduate program study.
11 Feb	Administration	<ul style="list-style-type: none"> ● Send Chinese New Year University International Office, TETO, and etc. ● Make a digital greeting card for Chinese New Year.
	Customer service	<ul style="list-style-type: none"> ● Hanif, a student, asking by whatsapp number about Updated information Visa from TETO
12 Feb	Administration	<ul style="list-style-type: none"> ● Posting information about THEF Online 2021

		<ul style="list-style-type: none"> ● Posting Chinese New Year Poster
	Customer service	<ul style="list-style-type: none"> ● National holiday - Chinese New Year
14 Feb	Airlangga Education Expo 2021	<ul style="list-style-type: none"> ● TECSID attended in AEE 2021 on the info live session part. Sharing session about study in Taiwan with Primasari collaborate with Dania as a speaker
15 Feb	Administration	<ul style="list-style-type: none"> ● Update the weekly report ● Update guest list consultation ● Share and repost in Instagram and FB story about THEF 2021. ● Make a digital poster Info session with Petra University. ● Post and share info session with Petra University
	Customer Service	<ul style="list-style-type: none"> ● Yulia, a student, asking by Whatsapp number about MOE Scholarship ● Sarabila, a student, asking by email and Whatsapp number about the procedure for legalizing document in TETO ● Dita, a student, asking by Whatsapp number about scholarships that cover living cost during study in Taiwan.
16 Feb	Administration	<ul style="list-style-type: none"> ● Contact with TETO Surabaya about update information of VISA Student ● Coordination with AGE UNAIR to promote THEF 2021 ● Coordination with Public Relation and Information of UNAIR to promote THEF 2021
	Customer Service	<ul style="list-style-type: none"> ● Hanum, a student, asking by email and Whatsapp number about the procedure for legalizing document in TETO ● Maya, parents, asking by WHatsapp number about list of universities that provide Accounting major with english taught for undergraduate degree. ● Gifon, student, asking by WHatsapp number about info session in Petra

		University webinar.
17 Feb	Administration	<ul style="list-style-type: none"> ● Promote and share THEF 2021 by sending broadcast messages and poster to all international office each university in Indonesia.
	Customer service	<ul style="list-style-type: none"> ● Noven, a student, asking by email and Whatsapp number about the procedure for legalizing document in TETO ● Angel, a student, asking by email and Whatsapp number about the procedure for legalizing document in TETO
18 Feb	Administration	<ul style="list-style-type: none"> ● Coordination and online meeting with all TEC's staff about promotion and THEF 2021 ● Sending an email to schools and universities about poster of THEF 2021 ● Editing and updating information on PPT material for info session with Petra University.
	Customer service	<ul style="list-style-type: none"> ● Nadia, student, asking by Whatsapp number about MOE Scholarship. ● Noby, student, asking by Whatsapp number about MOE and HES program.
19 Feb	Administration	<ul style="list-style-type: none"> ● Coordination with Mr. Rapon and Xinmiao Edu Center Teachers, discussion about TOCFL in Surabaya by Zoom Meeting ● Coordination with Miss. Meichi from Education Division TETO Jakarta and TOCFL Committee Miss. Chen about TOCFL ● Info Session Study and Scholarship TECSID and Petra University
	Customer service	<ul style="list-style-type: none"> ● Mrs. Mutamimah, a lecturer, asking by Whatsapp number about Admission process and MOE Scholarship ● Stanley, a student, asking by whatsapp about Scholarship in Taiwan and admission procedure

22 Feb	Administration	<ul style="list-style-type: none"> ● update the weekly report ● Update guest list consultation ● Coordinate with TOCFL Committee about implements TOCFL in Surabaya
	Customer Service	<ul style="list-style-type: none"> ● Lukman, a student, asking by Whatsapp number about Huayu Enrichment Scholarship
23 Feb	Administration	<ul style="list-style-type: none"> ● Info Session Study and Scholarship TECSID with Hamzanwadi University
	Customer Service	<ul style="list-style-type: none"> ● Herman, a Lecturer, asking by Whatsapp number about Taiwan Education information, Scholarship, and Admission ● Valencia, a student, asking about University list for English Taught MBA, Accounting, and Information Management department for Graduate student
24 Feb	Administration	<ul style="list-style-type: none"> ● Promote and share to Facebook group and Instagram story ● Meeting and coordination with TEC staff about paid promote the poster event.
	Customer service	<ul style="list-style-type: none"> ● Nikita, student, asking by Whatsapp number about English Taught Department in NTU ● James, a student, asking by Whatsapp number about Taiwan University Admission Document and MOE Scholarship.
25 Feb	Administration	<ul style="list-style-type: none"> ● Update and translate weekly report ● Update the guest list ● Check the total number of people registered
	Customer service	<ul style="list-style-type: none"> ● Ida Ayu, a Student, asking by Whatsapp number about MOE Scholarship document, English Proficiency Test and legalizing document procedure
26 Feb	Administration	<ul style="list-style-type: none"> ● Looking for high school email and Instagram to send broadcast of poster

		<p>THEF 2021</p> <ul style="list-style-type: none"> ● Sending to all faculties in UNAIR about THEF 2021
	Customer service	<ul style="list-style-type: none"> ● Stella, a Student, asking by Whatsapp number about TOCFL Schedule in Indonesia ● Jessica, a student, asking by Whatsapp number about Asia University admission procedure