

WEEKLY ACTIVITIES STATUS REPORT		
1 March	Administration	<ul style="list-style-type: none"> ● Update the weekly report of last February ● Update guest list consultation ● Coordination with all TEC in Indonesia about starting to promote Taiwan Education Fair Online 2021
	Customer Service	<ul style="list-style-type: none"> ● Alicia a student, asking by WhatsApp number about Taiwan Education System and University ● Venny a student, asking by WhatsApp number about medical checkup and financial statement for admission in Taiwan University and Visa. ● Stephani, a student, asking by WhatsApp number about MOE Taiwan Scholarship.
2 March	Administration	<ul style="list-style-type: none"> ● Discuss and coordinate with UKWMS about a webinar info session this week. ● Share and promote Taiwan Education Fair to several schools and university
	Customer Service	<ul style="list-style-type: none"> ● Jason, a student, asking by WhatsApp number about University List with Management Information ● Vino, marketing, asking about Taiwan scholarship and living cost generally. ● Ms. Grace Ou, TETO Jakarta asking about university participants on TEF Online 2021.
3 March	Administration	<ul style="list-style-type: none"> ● Sending to all contact number by WhatsApp the poster and information about TEF Online 2021. ● Extend the ads promotion on Instagram, Facebook. ● Pay some paid promote on several media about TEF Online 2021
	Customer service	<ul style="list-style-type: none"> ● Natalie, a student, asking by WhatsApp number about MOE Scholarship ● Baiq, parents, asking by WhatsApp number about study in Taiwan

4 March	Administration	<ul style="list-style-type: none"> ● Coordinate with Prof. Shao-Yuh Chou about Mandarin Teacher Training from Indonesia Teacher. ● Asking help to some Indonesian students who already apply or study in Taiwan (ongoing) to promote TEF Online 2021 ● Coordinate with Mr. Andi about TEF Online (website update)
	Customer service	<ul style="list-style-type: none"> ● Luisa, Student, asking by WhatsApp number about updated information about Student Visa ● Anne, a parent, asking by WhatsApp number about updated information about Student Visa
5 March	Administration	<ul style="list-style-type: none"> ● Make a Media Partner Letter for Garuda Sakti Airlangga University, Executive Council of Student Airlangga University, and Indonesian Student Association in Taiwan ● Webinar info session in Catholic University of Widya Mandala Surabaya
	Customer service	<ul style="list-style-type: none"> ● Billy, a student, asking by WhatsApp number about Taiwan University ● Joshua, a student, asking by WhatsApp number about Taiwan University
8 March	Administration	<ul style="list-style-type: none"> ● Update the weekly report ● Update guest list consultation ● Contact Garuda Sakti Airlangga University asked about Media Partner for Taiwan Education Fair Online 2021 ● Contact Airlangga University Student Association asked about Media Partner for Taiwan Education Fair Online 2021 ● revise and make a poster of TEF online 2021 with Instagram size version (1080px x 1080px)
	Customer Service	<ul style="list-style-type: none"> ● Levina, a student, asking by WhatsApp number about Taiwan Education Fair

		<p>Online 2021 and Information about Taiwan University</p> <ul style="list-style-type: none"> ● Zaidan, a student, asking by WhatsApp number about Taiwan Education Fair Online 2021
9 March	Administration	<ul style="list-style-type: none"> ● Make Indonesian Version of Mandarin Teacher Training Time Table ● Share Registration Link for Mandarin Teacher Training ● Upload Mandarin Teacher Training on Instagram and Facebook ● Reshare the TEF Online poster on TECSID's Instagram. ● Make a design of e-certificate for Petra Surabaya University students who attended our Webinar info session.
	Customer Service	<ul style="list-style-type: none"> ● Kevin, a student, asking by WhatsApp number about MOE Scholarship and TOCFL Schedule ● Dyah, a student, asking by WhatsApp number about Asia University admission information
10 March	Administration	<ul style="list-style-type: none"> ● Design an e-certificate for students from UKWMS and Universitas Hamzanwadi who attended our webinar info session study in Taiwan. ● Design a poster for Mandarin Teacher Training Workshop Online 2021. ● Update information of number participants who registered in TEF Online 2021 google form to Vanessa, Andi Azhar, and all TEC Indonesia staff.
	Customer service	<ul style="list-style-type: none"> ● Yorika, a student, asking by WhatsApp number about MOE Scholarship and English Proficiency Test ● Brigitta a student, asking by WhatsApp number about Huayu Enrichment Scholarship

11 March	Administration	<ul style="list-style-type: none"> ● Share and post a poster of Mandarin teacher training and workshop online 2021 in Instagram, Facebook, and Website. ● Design a poster about AU summer course program (virtual) to share to Indonesian students. ● Design greeting e-card to post in Instagram, Facebook, and social media of TECSID about Moslem day (Isra' Mi'raj) and Hinduism day (silence day).
	Customer service	<ul style="list-style-type: none"> ● Keman, Student, asking by WhatsApp number about requirement document for MOE Scholarship ● Felicia a student, asking by WhatsApp number about Taiwan Education Fair Online 2021
12 March	Administration	<ul style="list-style-type: none"> ● Share detailed information for Mandarin Teacher Training. ● Contact the Secretary of Rector UNAIR to discuss about welcome remarks video for opening ceremony of Taiwan Education Fair Online 2021. ● revise the date and time of Mandarin teacher training poster.
	Customer service	<ul style="list-style-type: none"> ● Ayu, a Lecturer from UNJ, asking by WhatsApp number about Mandarin Teacher Training 2021 ● Nicholas, a student, asking by WhatsApp number about admission procedure in Tamkang University ● Alland, a student, asking by WhatsApp number about MOE scholarship and language center in Taiwan.
15 March	Administration	<ul style="list-style-type: none"> ● Update the weekly report ● Update guest list consultation ● Broadcast message about Taiwan Education Fair Online 2021 to All Head of International Office by WhatsApp

	Customer Service	<ul style="list-style-type: none"> ● Valencia, a student, asking by WhatsApp number about Taiwan Education Fair Online 2021 and Taiwan University ● Hanum, a student, asking by WhatsApp number about requirement documents for MOE Scholarship ● Sherly, a student, asking by WhatsApp number about requirement documents for MOE Scholarship ● Ikhsan, a student, asking by WhatsApp number about Master Program in Taiwan
16 March	Administration	<ul style="list-style-type: none"> ● Broadcast message about Taiwan Education Fair Online 2021 to All Head of International Office by WhatsApp ● Promote Taiwan Education Fair Online 2021 by sending a message to High School Teachers. ● Broadcast and promote Taiwan Education Fair Online 2021 by sending poster and message to High Students Association in Indonesia.
	Customer Service	<ul style="list-style-type: none"> ● Felix, a student, asking by WhatsApp number about Taiwan Education Fair Online 2021 ● Imelda, a student, asking by WhatsApp number about Mandarin Class in Language Center Airlangga University
17 March	Administration	<ul style="list-style-type: none"> ● Received information about internship program Asia University Student from Lecturer Li-Jiuan Wang ● Manage some groups and create a WhatsApp group for registrant of TEF Online 2021. ● Design poster about the list of TOP University in Taiwan who participated in TEF Online 2021.

	Customer service	<ul style="list-style-type: none"> ● Fidza, a student, asking by WhatsApp number about Taiwan Education Fair Online 2021 ● Audy, a student, asking by WhatsApp number about TOCFL Schedule
18 March	Administration	<ul style="list-style-type: none"> ● Contact High School Teachers to promote Taiwan Education Fair Online 2021. ● Make an invitation letter to the rector of UNJ and UMY to participate in the opening ceremony of TEF Online 2021. ● Coordination in internal TECSID about job desc for TEF Online 2021. ● Discuss and coordination in internal TECSID about TOCFL test.
	Customer service	<ul style="list-style-type: none"> ● Titik, a teacher, asking by WhatsApp number about Mandarin Teacher Training ● Shelley, a student, asking about master degree in Taiwan
19 March	Administration	<ul style="list-style-type: none"> ● Make a guide book about Microsoft Teams for Mandarin Teacher Training participants. ● Meeting and discussion with Mr. Rapon about the TOCFL test. ● Design a TOCFL test poster to share to Indonesian students. ● Meeting and discuss about internship program from AU before make a letter of consent from TECSID.
	Customer service	<ul style="list-style-type: none"> ● Vina, a student, asking by WhatsApp number about Legalizing Document in TETO Surabaya ● Viriya, a student, asking by WhatsApp number about MOE Scholarship
22 March	Administration	<ul style="list-style-type: none"> ● Update the weekly report ● Update guest list consultation ● Contact Sejuta Cita for promotion media to reach higher participants in TEF Online 2021.

		<ul style="list-style-type: none"> ● Contact Tribunnews, Suara Surabaya radio, and Republika news to ask the rate of promotion and coverage news of the TEF Online 2021.
	Customer Service	<ul style="list-style-type: none"> ● Jessica, a student, asking by WhatsApp number about Taiwan Education Fair Online 2021 ● Venny a student, asking by WhatsApp number about medical checkup and financial statement for admission in Taiwan University and Visa
23 March	Administration	<ul style="list-style-type: none"> ● Contact High School Student Councils to promote Taiwan Education Fair Online 2021. ● Promote Taiwan Education Fair Online in Instagram ● Broadcast message about Taiwan Education Fair Online 2021 to University Lecturer by WhatsApp ● Share Guide Book about Microsoft Teams for Mandarin Teacher Training participant ● Contact a Publication, Information, and Public relations of UNAIR to coverage and publish TEF online event.
	Customer Service	<ul style="list-style-type: none"> ● Ayesa, a teacher, asking by WhatsApp number about Mandarin Teacher Training
24 March	Administration	<ul style="list-style-type: none"> ● Make a Letter of Consent about Asia University Student Internship Program. ● Meeting and coordination about technical and jobdesc during the day of TEF Online 2021 with all TEC Indonesia staff, MC, Andi Azhar.
	Customer service	<ul style="list-style-type: none"> ● Dea, a student, asking by WhatsApp number about Taiwan Education Fair Online and Master Program in Taiwan ● Kelly a student, asking by WhatsApp number about Taiwan Education Fair Online

		<ul style="list-style-type: none"> ● Edelly, a student , asking by WhatsApp number about Taiwan Education Fair Online
25 March	Administration	<ul style="list-style-type: none"> ● Broadcast message about Taiwan Education Fair Online 2021 to some Indonesia University Lecturer by WhatsApp. ● Make an invitation letter to journalist from several media in Indonesia to coverage the TEF Online 2021 event. ● Discuss internal TECSID about regulations to get lucky draw gifts during TEF Online 2021
	Customer service	<ul style="list-style-type: none"> ● Dhina a student, asking by WhatsApp number about TOCFL Schedule ● Sarabila, a student, asking by WhatsApp number about MOE Scholarship ● Nadia, a student, asking by WhatsApp number about MOE Scholarship ● Adi Permana, Airlangga University Lecturer, PhD Program and MOE Scholarship in Taiwan
26 March	Administration	<ul style="list-style-type: none"> ● Broadcast message about Taiwan Education Fair Online 2021 to University Lecturer and High School Teachers by WhatsApp ● Send a Letter of Consent about Asia University Student Internship Program to Lecturer Li-Juan Wang. ● Finalization meeting to discuss all of the aspects during the TEF Online 2021 event with all of the team.
	Customer service	<ul style="list-style-type: none"> ● Anisa, a student, asking by WhatsApp number about Taiwan Education Fair Online ● Yulita, a student, asking by WhatsApp number about MOE Scholarship

		<ul style="list-style-type: none"> ● Lydia, a parents, asking by WhatsApp number about Taiwan Education Fair Online
27 March		<ul style="list-style-type: none"> ● Taiwan Education Fair Online 2021
29 March	Administration	<ul style="list-style-type: none"> ● Update the weekly report ● Update guest list consultation ● Collect 8 May and 9 May 2021 TOCFL Student data ● Contact all the winners of the 2021 Taiwan Education Fair and ask for their information
	Customer Service	<ul style="list-style-type: none"> ● Maya, a parents, asking by WhatsApp number about NTHU Admission Information ● Saskia, a student, asking by WhatsApp number about MOE Scholarship ● Linda, a parents, asking by WhatsApp number about TOCFL Schedule
30 March	Administration	<ul style="list-style-type: none"> ● Coordinate with Mr. Rapon about 8 May and 9 May 2021 TOCFL ● Collect all the winner data.
	Customer Service	<ul style="list-style-type: none"> ● Angelin Chandra a student, asking by WhatsApp number about Food Science Department in Taiwan University
31 March	Administration	<ul style="list-style-type: none"> ● Coordinate with Mr. Rapon about 8 May and 9 May 2021 TOCFL and Planning about Student Training in Indonesia. ● Check and confirm all the winners. ● Check and retype some responses from google form participants of TEF Online 2021 which has errors.
	Customer service	<ul style="list-style-type: none"> ● Nikita a student, asking by WhatsApp number about Mandarin Class in Taiwan ● Gracelyn a student, asking by WhatsApp number about Admission Procedure in Taiwan University

1 April	Administration	<ul style="list-style-type: none">● Broadcast message about Taiwan Education Fair Online 2021 to University Lecturer by WhatsApp
	Customer service	<ul style="list-style-type: none">● Nadia, a student, asking by WhatsApp number about Mandarin Class and University Program for Undergraduate