

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

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

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

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

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

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

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

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



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

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