

WEEKLY ACTIVITIES STATUS REPORT		
1 April	Administration	<ul style="list-style-type: none"> <li>● Upload TOCFL Student Data to TOCFL COMMITTEE Website</li> <li>● Contact TOCFL Committee Staff Miss Chen and TETO Jakarta Education Division Secretary Mrs. Shi asking about next step after TOCFL registration</li> <li>● Coordination with Vanessa about TOCFL Registration Fee</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> <li>● Rizal, a student, asking by WhatsApp number about Financial Statement</li> </ul>
2 April	Administration	<ul style="list-style-type: none"> <li>● Send messages to all winner confirmation of gift arrival</li> <li>● Send message to all TOCFL Student, asking for confirmation and information</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Aurellia, a student, asking by WhatsApp number about TOCFL in Surabaya</li> </ul>
5 April	Administration	<ul style="list-style-type: none"> <li>● Update the weekly report of last March</li> <li>● Update guest list consultation</li> <li>● Ask and confirm to TEC in Jakarta and Yogyakarta about the winner of the quiz during TEF Online 2021.</li> <li>● Design the label of address and name of recipients for all the winners.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Ivan a student, asking by WhatsApp number about program 2 + i</li> <li>● Rara, a worker, asked by WhatsApp number about Study in Taiwan in detail.</li> <li>● Inda, UNAIR student, Asking by WhatsApp number about MOE Scholarship.</li> <li>● Lenny, a teacher, asking about Mandarin Teacher Training</li> </ul>
6 April	Administration	<ul style="list-style-type: none"> <li>● Packing and preparing left gifts to send to the winners.</li> <li>● Coordination with Prof. Chou about</li> </ul>

		Mandarin Teacher Training
	Customer Service	<ul style="list-style-type: none"> <li>● Echy, a worker, asking by WhatsApp number about detailed information Study in Taiwan and Scholarship</li> <li>● Valerie, a high school student, was asked by WhatsApp for detailed information about legalization documents in the Ministry of Law and Human Rights and Ministry of Foreign Affairs Indonesia.</li> <li>● Mega, a teacher, asking about Mandarin Teacher Training</li> <li>● Bella, a parent, asking by WhatsApp number about Taiwan University Admission and Undergraduate Music department List in Taiwan University</li> </ul>
7 April	Administration	<ul style="list-style-type: none"> <li>● Contact and make a group for all of the recipients of scholarship.</li> <li>● Discuss and manage schedules to have meetings online with all of the scholarship recipients.</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Bivy, a parent, asked by WhatsApp number about undergraduate information in Taiwan.</li> <li>● Nikita, a student, asking by WhatsApp number about the TOCFL information</li> <li>● Vincent, a student, asking by WhatsApp number about Mandarin Language Center List in Taiwan University</li> </ul>
8 April	Administration	<ul style="list-style-type: none"> <li>● Revise and sending an invitation letter to UNAIR Rector and Head of AGE to give brief welcome remarks</li> <li>● Take a swab test of Covid-19 as a requirement document to enter UNAIR</li> <li>● Send detail information about TEC Yogyakarta Taiwan Help gift winner address to TEC Yogyakarta</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Lucy, a parent, asked by WhatsApp number about detailed information Study in Taiwan.</li> </ul>

		<ul style="list-style-type: none"> <li>● Kenneth, student, asking by WhatsApp number about language proficiency and required documents</li> <li>● Juli, a student, asking by WhatsApp number about TOCFL Schedule in Indonesia</li> <li>● Monica, a student, asking by WhatsApp number about Business and accounting Department list in Taiwan University</li> </ul>
9 April	Administration	<ul style="list-style-type: none"> <li>● Make an invitation letter to TETO Surabaya to ask briefly welcome remarks for Mandarin Teacher Training 2021</li> <li>● Meeting Online with all of the scholarship recipients by Google meet.</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Widuri, a worker, asked by WhatsApp number about architecture design for master degree.</li> <li>● Luciana, a parent, asking by WhatsApp number about Food Technology department List in Taiwan University</li> </ul>
12 April	Administration	<ul style="list-style-type: none"> <li>● Update the weekly report</li> <li>● Update guest list consultation</li> <li>● Update financial report for February to March.</li> <li>● Download and recheck the participants list of TEF Online 2021.</li> <li>● Received TOCFL Student Data, Test Number List from TETO Jakarta Education Division Secretary Mrs. Shi</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Willy, student, asking by WhatsApp number about Language center in Taiwan</li> <li>● Chintya, students of UNAIR, asking by WhatsApp number about NCU detailed information.</li> <li>● Juliana, a student, an asking by WhatsApp number about NDHU Online Admission Information</li> <li>● Willy, a student, asking about Mandarin Language Center List in Taiwan, and Master</li> </ul>

		Program in Taiwan University
13 April	Administration	<ul style="list-style-type: none"> <li>● Design e-certificates for all of participants of TEF Online 2021.</li> <li>● Design a greeting card to post in TECSID's social media to celebrate of Ramadan</li> <li>● Posting and sharing Ramadan Greeting cards Online on TECSID's social media.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Phima, UNAIR lecturer, asking by WhatsApp number about MOE Scholarship and language certificate score.</li> <li>● Linda, UNAIR student, asking by WhatsApp number about Scholarship for master degree and detailed information about study in Taiwan.</li> <li>● Valencia, a student, asking by WhatsApp number about COVID-19 Vaccination and Student Visa Application requirement document</li> </ul>
14 April	Administration	<ul style="list-style-type: none"> <li>● Fill in the name of participants Taiwan Education Fair Online 2021 in the e-certificate.</li> <li>● Update weekly report and financial report.</li> <li>● Coordination in internal TECSID about TOCFL printing material needed.</li> <li>● Follow up to TETO Surabaya and Secretary of UNAIR's rector about an invitation letter to ask Mr. Benson to attend the Opening ceremony of Mandarin teacher training online 2021.</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Stephen Tan, a parent, asked by WhatsApp number about payment of tuition fee in Taiwan university method.</li> <li>● Mawaddah, a parent, asked by WhatsApp number about an undergraduate university with a major Food Science and Cosmetics in English taught.</li> <li>● Zulwahyuni, a student, asking by WhatsApp number about Taiwan University</li> </ul>

		Scholarship Information and MOE Scholarship
15 April	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>● Update the website of TECSID about some events.</li> <li>● Coordinate with Prof Chou and Asia University Student Syauki about Mandarin Teacher Training Guidebook</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Elizabeth Elvina, a student, asked by WhatsApp number about the legalization documents problem because she graduated from China University.</li> <li>● Devina, a lecturer in Mulawarman University, asked about scholarships for doctoral degrees.</li> <li>● Luisa, a parent, asking by WhatsApp number about TOCFL Schedule and Information</li> </ul>
16 April	Administration	<ul style="list-style-type: none"> <li>● Asking the Xinmiao Mandarin Language Center and Course about size to design backdrop for TOCFL test.</li> <li>● make a list of universities in Taiwan that provide food science and cosmetics majors in English and mandarin taught class.</li> <li>● Update website of TECSID</li> <li>● Follow up to UNAIR language center about the new fee of registration for Mandarin course.</li> <li>● Fill in the name of participants THEF 2021 for e-certificates</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Faranisa, parents, asked by WhatsApp number about study in Taiwan for bachelor degree with English taught.</li> <li>● Nicho, a student, asking by WhatsApp number about Admission in Taiwan University</li> </ul>

19 April	Administration	<ul style="list-style-type: none"> <li>● update the weekly report</li> <li>● Update guest list consultation</li> <li>● Continue to fill in the name of participants THEF 2021 in e-certificate.</li> <li>● Received Mandarin Teacher Training Opening Speech from Airlangga University Rector</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Indah, a parent, asked by WhatsApp number about scholarship and study in Taiwan for her son with a major in civil engineering.</li> <li>● Mrs. Elke, a parent, asked by WhatsApp number about studying Mandarin in Taiwan and mandarin courses in Indonesia to prepare her children to study in Taiwan.</li> <li>● Indra, worker, ITS alumni, asked by WhatsApp number about scholarship and study in civil engineering in Taiwan, and chance to work in Taiwan.</li> <li>● Yenny, a teacher. asked by WhatsApp number about Mandarin Teacher Training</li> </ul>
20 April	Administration	<ul style="list-style-type: none"> <li>● Make a design of Kartini Day (empowering women in Indonesia day) April 21, 2021.</li> <li>● Update the weekly report</li> <li>● Follow up to TETO Surabaya about welcome remarks by Mr. Benson Lin on the opening ceremony of Mandarin Teacher Training.</li> <li>● Coordinate with Airlangga Language Center about new term of Mandarin Class</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Mathew, a student from Petra, asked by WhatsApp number about universities that provide bachelor degree with major hospitality and tourism in English taught.</li> <li>● Immanuel, a parent, asked by WhatsApp number about the TOCFL Test.</li> <li>● Linda Atika, UNAIR student, asked by WhatsApp number about 2+i program and dual degree program.</li> </ul>

		<ul style="list-style-type: none"> <li>● Rayzy, lecturer at Mulawarman university, asking about scholarships for PhD students.</li> <li>● Gracelyn, a student, asked by WhatsApp number about Overseas Chinese Student and International Student Application Procedure</li> <li>● Aisyah, a student, asked by WhatsApp number about Scholarship in Taiwan University and University list for Master in Public Relation Department English Taught</li> </ul>
21 April	Administration	<ul style="list-style-type: none"> <li>● Post the Kartini day poster in TEC's social media.</li> <li>● Follow up and contact TETO Surabaya about video record of welcome remarks from Mr. Benson.</li> <li>● Hold Training Microsoft Teams for Mandarin Teacher Training's Teacher Explain about Microsoft Teams and how to operate it.</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Sam, a parent, asked by WhatsApp number about a list of universities that provide master degrees with English taught for information system engineering.</li> <li>● Mrs. Grace Ou, TETO in Jakarta, asked by WhatsApp number about Mandarin Teacher Training online seats for some lecturers who want to join.</li> <li>● Rifa, UNAIR student, asking by WhatsApp number about the program dual degree between UNAIR and Asia University information update, admission timeline, etc.</li> <li>● Adienda, UNAIR Student (alumni), asking by WhatsApp number about master degree in AU and scholarship.</li> <li>● Monica, a student, asking by WhatsApp number about about list of univ that provide bachelor degree with english</li> </ul>

		taught for Business Management
22 April	Administration	<ul style="list-style-type: none"> <li>● Archiving some invoices for financial reports.</li> <li>● Update a weekly report</li> <li>● Discuss and coordination in internal TECSID about Mandarin Teacher Training</li> <li>● Help Mandarin Teacher Training's Participant to enter Microsoft Teams Class</li> <li>● Hold Training Microsoft Teams for Mandarin Teacher Training's Participants Explain about Microsoft Teams and how to operate it.</li> <li>● Received Mandarin Teacher Training Opening Speech from Surabaya TETO Director</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Stevan, a student, asked by WhatsApp number about study in Taiwan, information in detail also about scholarship.</li> <li>● Timothy, a parent, asking by WhatsApp number about study in Taiwan information and scholarship for bachelor degree.</li> <li>● Dewi, a parent, asked by WhatsApp number (call), about studying in Taiwan for a bachelor degree.</li> <li>● Wendi, a teacher, asking about Mandarin Class in Taiwan</li> </ul>
23 April	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Design a TOCFL test banner</li> <li>● Continue to fill in the name of participants THEF Online 2021 in e-certificates and rename the file name with the participant's name.</li> <li>● Make sure all of the needs for Mandarin Teacher Training has been prepared.</li> <li>● Coordinate with Prof. Chou about Opening Ceremony Mandarin Teacher Training</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Dina, a student, asked about requirements documents to apply to study in Taiwan and</li> </ul>



		<p>scholarship.</p> <ul style="list-style-type: none"> <li>● Vivi, a teacher, asking about Mandarin teacher training and THEF Online 2021 link YouTube.</li> <li>● Rizkina, a student, asking about Scholarship information in Taiwan University</li> <li>● Billy, a student, asking about application procedure for Mandarin Class in Taiwan University Mandarin Language Center</li> </ul>
24 April		<ul style="list-style-type: none"> <li>● Mandarin Teacher Training Course Online 2021</li> </ul>
25 April		<ul style="list-style-type: none"> <li>● Mandarin Teacher Training Course Online 2021</li> </ul>
26 April	Administration	<ul style="list-style-type: none"> <li>● Design and revise e-certificate of Mandarin Teacher Training Online 2021</li> <li>● Design and discussion SOP of Mandarin Teacher Training Online 2021</li> <li>● update weekly report</li> <li>● Receive information about promotion material from CJCUC.</li> <li>● Design a digital poster to share information about CJCUC in TECSID social media.</li> <li>● Help Mandarin Teacher Training's Participant who has problems with their Microsoft Teams</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Louis, a student of Petra, asking by WhatsApp number about requirement documents and detail information of admission to apply bachelor degree program with full English taught.</li> <li>● Dinda, a student from UNAIR, asked by WhatsApp about program dual degree and student exchange to NTUST.</li> <li>● Abigail, a student, asked by WhatsApp about Master Program in Civil Engineering and about legalizing document procedure</li> </ul>
27 April	Administration	<ul style="list-style-type: none"> <li>● Design and revise e-certificate of Mandarin Teacher Training Online 2021</li> </ul>

		<ul style="list-style-type: none"> <li>● Revise SOP of Mandarin Teacher Training Online 2021</li> <li>● Help Mandarin Teacher Training's Participant who has problems with their Microsoft Teams</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Dewi, a student from Bali, asked by WhatsApp number about requirement documents and detailed information of admission to apply for a bachelor degree program with full English taught.</li> <li>● Vivi, a student from UNAIR, was asked by WhatsApp about program master degree with major medical physics or biomedical engineering with full English taught.</li> <li>● Randy, a student, asked by WhatsApp about Finance Department in Taiwan University</li> </ul>
28 April	Administration	<ul style="list-style-type: none"> <li>● Revise e-certificate of Mandarin Teacher Training Online 2021</li> <li>● Update and revise SOP of Mandarin Teacher Training Online 2021</li> <li>● update weekly report</li> <li>● Receive information about promotion material of program 2+i program in Taiwan.</li> <li>● Help Mandarin Teacher Training's Participant who has problems with their Microsoft Teams</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Husain, a high school student, asking by WhatsApp number about universities that provide undergraduate program with major automotive in English taught.</li> <li>● Agustinus, a parent asking by WhatsApp number about list universities that provide electrical engineering in English taught program for undergraduate degree.</li> <li>● Rania, a student, asking by WhatsApp number about Application Procedure in Taiwan University</li> </ul>
29 April	Administration	<ul style="list-style-type: none"> <li>● Design and revise e-certificate of Mandarin</li> </ul>

		<p>Teacher Training Online 2021.</p> <ul style="list-style-type: none"> <li>● Design and discussion SOP of Mandarin Teacher Training Online 2021</li> <li>● update weekly report</li> <li>● Receive information about promotion material from TEC in Jakarta about 2+i program.</li> <li>● Receive information from TETO Surabaya about digital promotion study in Taiwan: Experience from Indonesia student who has stayed in Taiwan 14 years.</li> <li>● Check and Count Mandarin Teacher Training Attendance Report</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Irne, a parent, asking by WhatsApp number about an undergraduate program with full english taught with a major in culinary and hospitality.</li> <li>● Arina, a student, asking by WhatsApp number about Scholarship for Master degree in Taiwan</li> <li>● Zaskia, a student, asking by WhatsApp number about Student Visa</li> </ul>
30 April	Administration	<ul style="list-style-type: none"> <li>● Design a digital poster about program 2+i, study in Taiwan experience of an Indonesia student, and share in TEC Surabaya social media.</li> <li>● update weekly report</li> <li>● Receive an information from TETO Surabaya about 2022 Taiwan fellowship program</li> <li>● Design some digital poster about information of 2022 Taiwan fellowship, experience of Indonesia student in 14 years stayed in Taiwan, and program 2+i.</li> <li>● Share in TEC in Surabaya social media for update information</li> <li>● Check and Count Mandarin Teacher Training Attendance Report</li> </ul>

		<ul style="list-style-type: none"> <li>● Prepare Feedback Form for Mandarin Teacher Training</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Mawaddah, UNAIR student, asking by WhatsApp number about biotechnology program with English taught.</li> <li>● Ima Kristanti, Polinema university, asking by WhatsApp number about 2+i program.</li> </ul>