

WEEKLY ACTIVITIES STATUS REPORT		
1 May	Mandarin Teacher Training Online	<ul style="list-style-type: none"> <li>● Mandarin Teacher Training Online 2021</li> </ul>
	Administration	<ul style="list-style-type: none"> <li>● Design a digital poster of greeting “Hari Pendidikan Nasional (National Education Day in Indonesia)”</li> <li>● Posting all of digital poster in Instagram of TECSID.</li> </ul>
2 May	Mandarin Teacher Training Online	<ul style="list-style-type: none"> <li>● Mandarin Teacher Training Online 2021</li> </ul>
3 May	Administration	<ul style="list-style-type: none"> <li>● Fill in the name of participants Mandarin Teacher Training Online 2021 to e-certificates</li> <li>● Update weekly report</li> <li>● Check and update financial report of April</li> <li>● Check and Count Mandarin Teacher Training Attendance Report</li> <li>● Check Mandarin Teacher Training Feedback and Summarize Data</li> <li>● Help Prof. Chou prepare Mandarin Teacher Training Data for News</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Ima Kristanti, lecturer POLINEMA, asking by WhatsApp number about program 2+i requirement documents and details information.</li> <li>● Louis, parents, asking by WhatsApp number about National Tsing Hua University deadline of registration, admission details, and major with full English taught for bachelor degree.</li> <li>● Steven, a student, asking by WhatsApp number about University List for Undergraduate Finance Department in Taiwan University</li> <li>● Nuraini, a student, asking by WhatsApp number about legalization documents procedure in TETO Surabaya</li> </ul>

		<ul style="list-style-type: none"> <li>● Aisyah, a student, asking by WhatsApp number about study in Taiwan and admission procedure</li> </ul>
4 May	Administration	<ul style="list-style-type: none"> <li>● Design greeting of "Eid Mubarak 2021"</li> <li>● Update weekly report</li> <li>● Check and coordination with Xinmiao staff and Mr. Raponrianto about TOCFL test for health requirement declaration and result of swab COVID-19.</li> <li>● Contact Mandarin Teacher Training Participants, ask for help to write a testimonial about Mandarin Teacher Training.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Zahra, student, asking by WhatsApp number about detail information of study in Taiwan for International student.</li> <li>● Yusi, student, asking by WhatsApp number about detail information to apply master degree in International business program with full English taught.</li> <li>● Meliana, a parents, asking by WhatsApp number about International Student and Overseas Chinese Student information</li> </ul>
5 May	Administration	<ul style="list-style-type: none"> <li>● Reposting TOCFL test poster to remind the event through Instagram of TECSID</li> <li>● Update weekly report</li> <li>● Coordination and fixation with Mr. Febri, and Mr. Raponrianto about TOCFL test procedure to enter the class and all of the regulation based on government regulation related with COVID-19.</li> <li>● Contact Mandarin Teacher Training Participants, ask for help to write a testimonial about Mandarin Teacher Training.</li> </ul>

	Customer Service	<ul style="list-style-type: none"> <li>● Stevan, student, asking by WhatsApp number about detail information to apply study in Taiwan for overseas Chinese student.</li> <li>● Hanson, a student, asking by WhatsApp number about LOA information and visa information</li> </ul>
6 May	Administration	<ul style="list-style-type: none"> <li>● Pick up the banner and send to the TOCFL test venue.</li> <li>● Update weekly report</li> <li>● List and coordination internal of TECSID about requirements equipment that need to provide for TOCFL test.</li> <li>● TOCFL Test Package Received in Test Location</li> <li>● Share to THEF group by TECSID information about program 2+i.</li> <li>● Manage and lock all of THEF group to anticipate other participants share information that not related about Study in Taiwan.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Louisia, student, asking by WhatsApp number about VISA requirement documents.</li> <li>● Alfian, asking by WhatsApp number about program 2+i.</li> <li>● Anita, a student, asking by WhatsApp number about Mandarin Class in Taiwan University</li> </ul>
7 May	Administration	<ul style="list-style-type: none"> <li>● Visit and check the venue of TOCFL test.</li> <li>● Send Mandarin Teacher Training Certificate</li> <li>● Update weekly report.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Gilang, student, asking by WhatsApp number about requirement documents for applying MOE scholarship.</li> <li>● Noby, worker asking by WhatsApp number about next MOE scholarship</li> </ul>

		<p>timeline.</p> <ul style="list-style-type: none"> <li>● Yulita, a student, asking by WhatsApp number about apply student Visa procedure in TETO Jakarta</li> </ul>
8 May		<ul style="list-style-type: none"> <li>● TOCFL TEST in Surabaya</li> </ul>
9 May		<ul style="list-style-type: none"> <li>● TOCFL TEST in Surabaya</li> </ul>
10 May	Administration	<ul style="list-style-type: none"> <li>● update the weekly report</li> <li>● update financial report</li> <li>● contact to TETO Jakarta, Ms. Meichi about payment of registration fee for TOCFL test.</li> <li>● Summarize data from Mandarin Teacher Training Feedback Form</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Aini, lecturer UPN, asking by WhatsApp number about MOE scholarship requirement documents.</li> <li>● Mandy, student, asking by WhatsApp number about bachelor degree program for overseas student.</li> <li>● Yuniar, a student, asking by WhatsApp number about Taiwan University admission procedure and Mandarin Class</li> </ul>
11 May	Administration	<ul style="list-style-type: none"> <li>● Revise and design greeting card for “Eid Mubarak 2021” and “Ascension Day of Jesus Christ”</li> <li>● Update weekly report</li> <li>● Contact Mandarin Teacher Training’s Trainers, asked their permission to hold course review session</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Nisa, worker, asking by WhatsApp number about program 2+1 and admission documents to apply hospitality and tourism program in full English taught.</li> <li>● Mawaddah, student UNAIR, asking by WhatsApp number about MOE scholarship and study in Taiwan detail</li> </ul>

		information.
17 May	Administration	<ul style="list-style-type: none"> <li>● update the weekly report</li> <li>● Update financial report of April and sending to Vanessa.</li> <li>● Sending a track number of package TOCFL to TETO Jakarta (Mrs. Meichi)</li> <li>● Coordination internal TECSID about date and time of review Mandarin Teacher Training Online 2021</li> <li>● Prepare Google Form to prepare Review Session for Mandarin Teacher Training Course</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Elke, parents, asking by WhatsApp about fall semester 2021 intake will postpone or not related with a high COVID-19 confirmed cases in Taiwan.</li> <li>● Sofa, student, asking by WhatsApp number about master degree program for English literature program.</li> <li>● Deriyan, student of ITB, asking by WhatsApp number about applying VISA and legalization documents procedure in Ministry of Law and Human Rights, Ministry of Foreign Affairs, and TETO.</li> <li>● Ika, staff of UNAIR, asking by WhatsApp number about MOE scholarship detail information for master degree.</li> <li>● Mira, student of UNAIR, asked about University list for MBA program.</li> </ul>
18 May	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Discussion about media partner offering from Sejutacita in internal of TECSID</li> <li>● Discuss with Prof. Shiao-Yuh Chou about Mandarin Teacher Training Review Time</li> <li>● Make a list of universities and schools to promote Study in Taiwan and info session</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Ratna, staff of UNAIR asking by</li> </ul>

		<p>WhatsApp number about timeline of admission to apply master degree in spring term semester.</p> <ul style="list-style-type: none"> <li>● Gracelyn, a student, asked by WhatsApp number about Taiwan University Tuition Fee and Admission process</li> <li>● Monica, a student, asked by WhatsApp number about Required document for Taiwan University Admission, especially for English Proficiency Certificate</li> </ul>
19 May	Administration	<ul style="list-style-type: none"> <li>● Check and update financial report.</li> <li>● Prepare Webinar Info Session Study in Taiwan's Proposal Letter</li> </ul>
		<ul style="list-style-type: none"> <li>● Make a design of photo activities of TOCFL and Mandarin Teacher Training to upload in Instagram of TECSID.</li> <li>● Discussion about next agenda of TECSID (TOCFL and Mandarin Teacher Training).</li> <li>● Posting in social media of TECSID about activity of TECSID</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Aulia, a student of ITS, asking by WhatsApp number about study in Taiwan information.</li> <li>● Nuraini, a student, asking by WhatsApp number about Legalizing Process in TETO Surabaya</li> <li>● Aisyah, a student, asking by WhatsApp about Scholarship information and admission procedure</li> <li>● Mingling, a parents, asking by WhatsApp number about University list of Undergraduate Communication Department Mandarin Taught</li> </ul>
20 May	Administration	<ul style="list-style-type: none"> <li>● Make a digital poster about "Hari Kebangkitan Nasional" as a national reformation day in Indonesia.</li> <li>● Post and share the poster in social media of TECSID.</li> </ul>

		<ul style="list-style-type: none"> <li>● Design a background template for digital poster of TETO-TEC in Jakarta event.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Nia, a student of PERBANAS, asking by WhatsApp number about accounting major for master degree with English taught program (full).</li> <li>● Adienda, a UNAIR student, asking by WhatsApp number about program 2+i.</li> <li>● Hanson, a student, asking by WhatsApp about required document for apply student visa</li> <li>● Erika, UNAIR Staff, asking by WhatsApp number about Fall Semester Admission and Scholarship information</li> </ul>
21 May	Administration	<ul style="list-style-type: none"> <li>● Meeting online with SejutaCita for detail information about MOU offering letter as a media partner of TECSID event.</li> <li>● Sending in several groups of TEC –THEF about TETO-TEC in Jakarta event competition poster.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Aini, ITS student, asking by WhatsApp number about MOE Scholarship and Taiwan Fellowship.</li> <li>● Niken, a PENS student, asking by WhatsApp number about program 2+I for diploma graduate students.</li> <li>● Valencia, a Petra University student, asking by WhatsApp number about Taiwan University acceptance announcement and what she has to prepared after announcement</li> </ul>
24 May	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Update financial report</li> <li>● Discuss internal in TECSID about planning next month</li> <li>● Make a timeline of event</li> </ul>

		<ul style="list-style-type: none"> <li>● Make Webinar Info Session Proposal Letter</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Ainul, a student of ITS, asking about MOE scholarship</li> <li>● Dirga, a high school student, asking about language school in Taiwan.</li> <li>● Erika, a UNAIR Staff, asking about Undergraduate Degree for Communication or Journalism Department University List</li> </ul>
25 May	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Design e-poster about Vesak Day, big day of Buddhis</li> <li>● List of Universities in Indonesia to make proposal webinar</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Aini, a student of ITS, asking by WhatsApp number about TOEFL and language certificate</li> <li>● Susiyanti, a worker, asking by WhatsApp number about program 2+i for graduated student from vocational.</li> <li>● Stevan, a student, asking by WhatsApp number about TOCFL Schedule in Indonesia</li> <li>● Pavita, a student, asking by WhatsApp number about Ming Chuan University Admission Information, Schedule and Requirement Document</li> </ul>
26 may	Administration	<ul style="list-style-type: none"> <li>● Posting and share in Instagram about Vesak Day.</li> </ul>
27 May	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Share to email of IO in Indonesia university about exchange program in AU</li> <li>● Make a proposal for offering webinar in several universities in Indonesia</li> <li>● Send Webinar Proposal to several Universities in Indonesia</li> </ul>



	Customer Service	<ul style="list-style-type: none"> <li>● Alifia, a student of ITS, asking by WhatsApp number about Universities that provide civil engineering program with English full taught.</li> <li>● Deriyan, a student of ITB, asking by WhatsApp number about legalization some documents by TETO.</li> <li>● Joshua, a student, asking by WhatsApp number about TOCFL information</li> </ul>
28 May	Administration	<ul style="list-style-type: none"> <li>● Coordination with "Universitas Negeri Malang" about time schedule to hold info session.</li> <li>● Coordination with "Universitas Hang Tuah Surabaya" about time, procedure, and further information to hold info session by online.</li> <li>● Make a google form for registration of Webinar in "Universitas Hang Tuah Surabaya" and "Universitas Negeri Malang".</li> <li>● Make a digital poster about Webinar: Info session event in "Universitas Hang Tuah Surabaya" and "Universitas Negeri Malang".</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Fei, a Parents, asking by WhatsApp about requirement documents to apply Undergraduate program in Taiwan University</li> <li>● Veronica, a Student, asking by WhatsApp about Undergraduate Fashion Design Department University List</li> <li>● Annisa, a Student, asked by WhatsApp about legalization documents</li> <li>● Ayra, a Student, asked about visa Information for Fall Semester enrollment students</li> </ul>

		<ul style="list-style-type: none"> <li>● Nabila, a UNAIR Student, asked about 2+I Program Information and Application Procedure</li> </ul>
31 May	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Post and share a digital poster of Webinar Info Session to each university partner.</li> <li>● Discuss in internal TECSID about the time schedule for the next webinar info session with some universities.</li> <li>● Make a digital poster about "Surabaya birthday"</li> <li>● Make a digital poster about "Hari Lahir Pancasila"</li> <li>● Make a group of WhatsApp for students who have problems on legalization documents process.</li> <li>● Send Webinar Info Session Proposal Letter to UNITOMO</li> </ul>
		<ul style="list-style-type: none"> <li>● Dewanti, a lecturer of ITS, asked by WhatsApp about legalization documents and the next step after getting LoA from NTHU.</li> <li>● Soni, a worker, asking by WhatsApp about legalization documents</li> <li>● Deriyan, a student of ITB, asking help to guide fill the Ministry of Law and Human Right form for legalization documents and notarized stamp.</li> </ul>