

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

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

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

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

		information.
17 May	Administration	<ul style="list-style-type: none"> ● update the weekly report ● Update financial report of April and sending to Vanessa. ● Sending a track number of package TOCFL to TETO Jakarta (Mrs. Meichi) ● Coordination internal TECSID about date and time of review Mandarin Teacher Training Online 2021 ● Prepare Google Form to prepare Review Session for Mandarin Teacher Training Course
	Customer Service	<ul style="list-style-type: none"> ● 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. ● Sofa, student, asking by WhatsApp number about master degree program for English literature program. ● 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. ● Ika, staff of UNAIR, asking by WhatsApp number about MOE scholarship detail information for master degree. ● Mira, student of UNAIR, asked about University list for MBA program.
18 May	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Discussion about media partner offering from Sejutacita in internal of TECSID ● Discuss with Prof. Shiao-Yuh Chou about Mandarin Teacher Training Review Time ● Make a list of universities and schools to promote Study in Taiwan and info session
	Customer Service	<ul style="list-style-type: none"> ● Ratna, staff of UNAIR asking by

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

		<ul style="list-style-type: none"> ● Design a background template for digital poster of TETO-TEC in Jakarta event.
	Customer Service	<ul style="list-style-type: none"> ● Nia, a student of PERBANAS, asking by WhatsApp number about accounting major for master degree with English taught program (full). ● Adienda, a UNAIR student, asking by WhatsApp number about program 2+i. ● Hanson, a student, asking by WhatsApp about required document for apply student visa ● Erika, UNAIR Staff, asking by WhatsApp number about Fall Semester Admission and Scholarship information
21 May	Administration	<ul style="list-style-type: none"> ● Meeting online with SejutaCita for detail information about MOU offering letter as a media partner of TECSID event. ● Sending in several groups of TEC –THEF about TETO-TEC in Jakarta event competition poster.
	Customer Service	<ul style="list-style-type: none"> ● Aini, ITS student, asking by WhatsApp number about MOE Scholarship and Taiwan Fellowship. ● Niken, a PENS student, asking by WhatsApp number about program 2+1 for diploma graduate students. ● Valencia, a Petra University student, asking by WhatsApp number about Taiwan University acceptance announcement and what she has to prepared after announcement
24 May	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Update financial report ● Discuss internal in TECSID about planning next month ● Make a timeline of event

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

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

		<ul style="list-style-type: none"> ● Nabila, a UNAIR Student, asked about 2+1 Program Information and Application Procedure
31 May	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Post and share a digital poster of Webinar Info Session to each university partner. ● Discuss in internal TECSID about the time schedule for the next webinar info session with some universities. ● Make a digital poster about "Surabaya birthday" ● Make a digital poster about "Hari Lahir Pancasila" ● Make a group of WhatsApp for students who have problems on legalization documents process. ● Send Webinar Info Session Proposal Letter to UNITOMO
		<ul style="list-style-type: none"> ● Dewanti, a lecturer of ITS, asked by WhatsApp about legalization documents and the next step after getting LoA from NTHU. ● Soni, a worker, asking by WhatsApp about legalization documents ● Deriyan, a student of ITB, asking help to guide fill the Ministry of Law and Human Right form for legalization documents and notarized stamp.