

WEEKLY ACTIVITIES STATUS REPORT		
3 October	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with TEC Indonesia about job descriptions during THEF 2022
3 October	Customer Service	<ul style="list-style-type: none"> ● Pricilla, a student, asked by WhatsApp number about TOCFL Score Information ● Widi, a student, asked by WhatsApp number about the University List that provides Computer Science Department ● Kurnia Dwi, a parent, asked by WhatsApp number about the list universities in THEF 2022 ● Novi Prastiti, a lecturer, asked by WhatsApp number about scholarship in Taiwan for PhD for lecturer
4 October	Administration	<ul style="list-style-type: none"> ● Update TECSID Website ● Coordination with IG Account about promotion THEF 2022 ● Coordination with TEC in Indonesia about rehearsal resume
4 October	Customer Service	<ul style="list-style-type: none"> ● Sherly, a parent, asked by WhatsApp number about Bachelor Degree Admission ● Yoga, a parent, asked by WhatsApp number about Required Document for international Student admission ● Aldino, a student, asked by WhatsApp number about study in Taiwan ● Hidayah, a student, asked by WhatsApp number about study in Taiwan
5 October	Administration	<ul style="list-style-type: none"> ● Taiwan Higher Education Fair Online 2022 day 1 ● Prepare for THEF 2022 Press Release ● coordination with TEC in Indonesia about what things regulation as a moderator
5 October	Customer Service	<ul style="list-style-type: none"> ● Linda, a parent, asked about some university information ● Zidan, a student, asked about study in Taiwan

		<ul style="list-style-type: none"> ● Miftahul Arifin, a student, asked about bachelor degree study in Taiwan ● Response all chat in website of THEF 2022
6 October	Administration	<ul style="list-style-type: none"> ● Taiwan Higher Education Fair Online 2022 day 2 ● Coordination with Reporter ● make a press release
6 October	Customer Service	<ul style="list-style-type: none"> ● Jennifer, a student, asked by WhatsApp number about TOCFL Website and Score Report ● Response all chat in website of THEF 2022
7 October	Administration	<ul style="list-style-type: none"> ● Taiwan Higher Education Fair Online 2022 Day 3 ● Coordination with Gloria School about Academic Visit
7 October	Customer Service	<ul style="list-style-type: none"> ● Response all chat in website of THEF 2022
10 October	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Prepare for Mandarin Teacher Training Questionnaire for Course ● contact with the principal of SMA Cambridge School about visit planning ● Make a design of infographics for brochures
10 October	Customer Service	<ul style="list-style-type: none"> ● Anna, a student, asked by WhatsApp number about TOCFL Information ● Fiona, a student, asked by WhatsApp number about the University List that provides English Literature Department ● Munir, a student, asked by WhatsApp number about how to extend Passport in Taiwan ● Liona, a student, asked by WhatsApp number about list of universities in Taichung
11 October	Administration	<ul style="list-style-type: none"> ● Update TECSID Website ● Announce about TOCFL Certificate
11 October	Customer Service	<ul style="list-style-type: none"> ● Anna, a parent, asked by WhatsApp number about Master Degree Admission ● Handoko, a parent, asked by WhatsApp

		<p>number about Required Document for international Student admission</p> <ul style="list-style-type: none"> ● Liza, a parent, asked by WhatsApp number about TOCFL test in 2023 in Surabaya ● Aldy, a student of UNAIR, asked by WhatsApp number about NCKU information for LPDP scholarship
12 October	Administration	<ul style="list-style-type: none"> ● Coordination with Xinmiao to Send TOCFL Certificate ● Coordination Prof. Chou about Mandarin Teacher Training ● Coordination with LP2K about expo planning in November 2022. ● Contact several principal of high school in Surabaya as a destination for visit planning
12 October	Customer Service	<ul style="list-style-type: none"> ● Melisa, a parent, asked about some university information ● Novita, a parent, asked by WhatsApp call about MOE Taiwan scholarship ● Widya, a student, asked by WhatsApp number about list of universities who provide culinary program study in English full taught
13 October	Administration	<ul style="list-style-type: none"> ● Fill out the registration form to join the expo exhibition next November 2022
13 October	Customer Service	<ul style="list-style-type: none"> ● Jeremy, a student, asked by WhatsApp number about TOCFL Website and Test Schedule ● kristanto, a parent, asked by phone call about requirement documents to apply bachelor degree in Taiwan
14 October	Administration	<ul style="list-style-type: none"> ● Send the Course Suggestion Result to Prof Chou ● Coordination with Vanessa about academic visit planning
14 October	Customer Service	<ul style="list-style-type: none"> ● Sania, a student, asked by WhatsApp number about Mandarin Class information ● Johnny, a parent, asked by WhatsApp

		<p>number about Visa for visitor</p> <ul style="list-style-type: none"> ● Ibu Nihla, a staff, asked by WhatsApp number about visa visitor for academic visit
17 October	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and website of TECSID ● Update make a proposal letter to other high school for visit in November 2022
17 October	Customer Service	<ul style="list-style-type: none"> ● Sianne, a parent, asked by WhatsApp number about the list universities in Taiwan ● Maryam, a student, asked by WhatsApp number about MOE Taiwan scholarship ● Lucky, a parent, asked by WhatsApp number about TOCFL test
18 October	Administration	<ul style="list-style-type: none"> ● Coordination with Prof Chou about Mandarin Teacher Training Course list
18 October	Customer Service	<ul style="list-style-type: none"> ● Amania, a student, asked by WhatsApp number about PhD Admission in Taiwan University ● Liza Olivia, a student, asked by WhatsApp number about undergraduate scholarship ● Akbar, a student, asked by WhatsApp number about MOE Taiwan Scholarship
19 October	Administration	<ul style="list-style-type: none"> ● Announce THEF DAY 1 Winner ● Translate Course Name List for Mandarin Teacher Training
19 October	Customer Service	<ul style="list-style-type: none"> ● Sandy, a student, asked by WhatsApp number about university list that provide Biology Department for Bachelor Degree ● Pardi Tola, a lecturer, asked about post-doc program in Taiwan ● Maria, a student, asked about exchange student about culinary programs and scholarships for undergraduate student in spring semester
20 October	Administration	<ul style="list-style-type: none"> ● Prepare Mandarin Teacher Training Registration link ● Announce THEF DAY 2 Winner
20 October	Customer Service	<ul style="list-style-type: none"> ● Bella, a teacher, asked by WhatsApp

		number about Mandarin Teacher Training Course
21 October	Administration	<ul style="list-style-type: none"> ● Coordination with Muhammadiyah 2 Surabaya about Academic visit ● Announce THEF DAY 3 Winner ● Contact to SMA Katolik Dharma Mulya Surabaya to propose academic visit
21 October	Customer Service	<ul style="list-style-type: none"> ● Hans, a student, asked by WhatsApp number about Mandarin Class in Asia University ● Kusuma, a student, asked by WhatsApp number about NTHU information ● Yusuf, a student, asked by WhatsApp number about NTNU information
24 October	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Contact with minibus rent for academic visit.
24 October	Customer Service	<ul style="list-style-type: none"> ● Dina, a parent, asked by WhatsApp number about admission information for Bachelor Degree ● Tio, a parent, asked by WhatsApp number about financial statement for Mandarin Class Admission ● Novita, a student, asked by WhatsApp number about MOE Taiwan Scholarship
25 October	Administration	<ul style="list-style-type: none"> ● Coordination with Prof Chou about Mandarin Teacher Training Course list ● Coordination and prepare with Vanessa about list of requirement needs for academic visit
25 October	Customer Service	<ul style="list-style-type: none"> ● Fanny, a student, asked by WhatsApp number about MOE Scholarship ● Aulia, a lecturer, asked about NCKU for doctoral in civil engineering
26 October	Administration	<ul style="list-style-type: none"> ● Coordination about Teacher Training material ● Coordination with SAIM Teacher about Academic Visit

		<ul style="list-style-type: none"> ● Annual internal meeting in TECSID for expo and webinar planning
26 October	Customer Service	<ul style="list-style-type: none"> ● Bella, a student, asked by WhatsApp number about TOCFL Schedule and Online TOCFL information ● Mega, a teacher, asked by WhatsApp number about Mandarin Class in Taiwan University
27 October	Administration	<ul style="list-style-type: none"> ● Coordination with SMA 17 Agustus 1945 Surabaya about Academic Visit ● Coordination with TEC Yogyakarta about an academic visit to UMY
27 October	Customer Service	<ul style="list-style-type: none"> ● Zahra, a student, asked by WhatsApp number about Mandarin Class in Taiwan University ● Bobby, a student, asked by WhatsApp number about Legalization Procedure in Surabaya TETO ● Yogi, a lecturer, asked by WhatsApp number about VISA for white collar workers
28 October	Administration	<ul style="list-style-type: none"> ● Prepare Teacher Training Material and Microsoft Teams ● contact with LP2K about expo in November 11, 2022 ● Contact to TETO about update information about VISA for student and visitor also quarantine procedures
28 October	Customer Service	<ul style="list-style-type: none"> ● Mega, a teacher, asked by WhatsApp number about required documents to Apply Mandarin Class in Taiwan ● Junita, a parent, asked by WhatsApp number about MOE Taiwan scholarship ● Reza, a student, asked by WhatsApp number about HES scholarship