

WEEKLY ACTIVITIES STATUS REPORT		
1 November	Administration	<ul style="list-style-type: none"> <li>● Contact SMA 17 Agustus 1945 Surabaya about academic visit</li> <li>● Prepare Document for Teacher Training</li> <li>● Coordination with SMA Cambridge School and UMY about academic visit.</li> </ul>
1 November	Customer Service	<ul style="list-style-type: none"> <li>● Merry, a parent, asked by WhatsApp number about Bachelor Degree Admission</li> <li>● Helena, a parent, asked by WhatsApp number about Required Document for Overseas Chinese Student admission</li> <li>● Rudy a parent asked by WhatsApp number about study in Taiwan.</li> <li>● Reint, a student, asked about NTHU information for admission.</li> </ul>
2 November	Administration	<ul style="list-style-type: none"> <li>● Make a banner design for promotion.</li> <li>● Contact with TETO about preparation and information of event education fair in Miss and Mister Teenager Indonesia</li> </ul>
2 November	Customer Service	<ul style="list-style-type: none"> <li>● Livia, a parent, asked about Spring admission information in Taiwan University</li> <li>● Rusydina, a student asked about exchange student in NTNU</li> </ul>
3 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with SMA 17 Agustus 1945 Surabaya about preparation and itinerary for academic visit.</li> <li>● Coordination with UNAIR about time schedule of academic visit.</li> <li>● Prepare some brochure and souvenir for Education Expo in Miss Teenager and Mister Teen Events</li> </ul>
3 November	Customer Service	<ul style="list-style-type: none"> <li>● Hans, a student, asked about TOCFL Schedule</li> <li>● Jennifer, a student, asked about Psychology department list in Taiwan University</li> </ul>

		<ul style="list-style-type: none"> <li>● Keisya, a student, asked about food tech and science program in Taiwan Universities.</li> <li>● Annisa, a student, asked about MOE Taiwan scholarship.</li> </ul>
4 November	Administration	<ul style="list-style-type: none"> <li>● Sent Teacher Training Opening Ceremony Invitation to UNAIR</li> <li>● Coordination with UNAIR Language Center Staff about Mandarin Class 2023.</li> <li>● Attend in Miss and Mister Teenager Event fair with TETO.</li> <li>● Make a design of brochure for education expo.</li> </ul>
4 November	Customer Service	<ul style="list-style-type: none"> <li>● Nadia, a teacher, asked about TOCFL information</li> <li>● Billy, a student asked about culinary program study in Taiwan.</li> <li>● Reny, a parent asked about MOE Taiwan and study in Taiwan</li> </ul>
7 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with SMA Gloria Teachers about info session</li> <li>● Coordination with UNDIP (Mr. Didik) about visit to Undip</li> </ul>
7 November	Customer Service	<ul style="list-style-type: none"> <li>● Anita, a teacher, asked about Traditional Chinese Learning Website and book reference</li> <li>● Santi, a parent, asked about Vocational school Admission</li> <li>● Maksi, a student asked about study in Taiwan.</li> <li>● Yulianti a parent asked by WhatsApp number about study in Taiwan and scholarship.</li> </ul>
8 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with SAIM Surabaya about preparation and itinerary for academic visit</li> <li>● Sent Teacher Training Opening Ceremony Invitation to Surabaya TETO</li> </ul>

		<ul style="list-style-type: none"> <li>● Coordination with student and TEC in Yogyakarta about academic visit.</li> </ul>
8 November	Customer Service	<ul style="list-style-type: none"> <li>● Tiara, a student, asked about MOFA scholarship information and legalization procedure</li> <li>● Iqbal, a worker asked about Visa for family.</li> <li>● Yullius, a parent, asked about study in Taiwan.</li> </ul>
9 November	Administration	<ul style="list-style-type: none"> <li>● Info Session with SMA Gloria Teachers</li> <li>● Preparation for education expo in November 11.</li> </ul>
9 November	Customer Service	<ul style="list-style-type: none"> <li>● Jason, a student, asked about preparation document to apply in Taiwan University</li> <li>● Hary, a parent, asked about Mandarin Class in Taiwan University.</li> <li>● Lutfia, a student, asked about study in Taiwan.</li> <li>● Miftahul, a student asked by WhatsApp number about document requirements to apply study in Taiwan</li> <li>● Arfin, a student asked by WhatsApp number about study plan and authorized diploma certificate procedures</li> </ul>
10 November	Administration	<ul style="list-style-type: none"> <li>● Prepare some brochure, souvenirs and PPT for Education Expo in Campus Expo by LPPK Indonesia</li> <li>● Coordination with Mandarin Teacher from UNAIR Mandarin Class about Exam Score.</li> <li>● coordination about academic visit with UNAIR and ITS.</li> </ul>
10 November	Customer Service	<ul style="list-style-type: none"> <li>● Margareta, a student, asked by WhatsApp about Admission for International Student and Overseas Chinese Student</li> <li>● Alyn, a student, asked by WhatsApp short Course in some University.</li> <li>● Georgeus, a student asked by WhatsApp number about Study in Taiwan information.</li> </ul>

11 November	Administration	<ul style="list-style-type: none"> <li>● Attend in EXPO with LP2K</li> </ul>
11 November	Customer Service	<ul style="list-style-type: none"> <li>● Nadia, a teacher, asked about TOCFL information.</li> <li>● Sakinah, a student asked about scholarship for study in Taiwan.</li> <li>● Gavriel, a student asked about study in Taiwan and financial support document</li> </ul>
14 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● coordination and preparation for Academic visit: contact with UAI and Prof. Endang about response from each school.</li> <li>● Contact with UNAIR AGE and ITS IO for academic visit plan (switch schedule).</li> </ul>
14 November	Customer Service	<ul style="list-style-type: none"> <li>● Denny, a student, asked by WhatsApp about Admission for International Student</li> <li>● Cindy, a student, asked by WhatsApp about fellowship information in Taiwan University</li> <li>● Hendrik, a student, asked by WhatsApp number about MOE Taiwan Scholarship</li> <li>● Jeffry, a parent, called to ask about spring semester admission for bachelor degree in AU.</li> </ul>
15 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with Syauki about Using Teams Training.</li> <li>● Coordination with Student helper to assist during Academic visit and education showcase 2022 event.</li> </ul>
15 November	Customer Service	<ul style="list-style-type: none"> <li>● Renata, a student, asked by WhatsApp about Admission for Overseas Chinese Student</li> <li>● Belinda, a student, asked by WhatsApp about Hospitality or Tourism department in National University.</li> </ul>

		<ul style="list-style-type: none"> <li>● Budi, a parent, asked by WhatsApp number about food technology program in universities in Taiwan for bachelor degree.</li> </ul>
16 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with SMATAG and SAIM about Academic Visit event.</li> <li>● Contact to SMA Cambridge Surabaya School to ask about preparation for academic visit and education showcase.</li> </ul>
16 November	Customer Service	<ul style="list-style-type: none"> <li>● Andika, a parents, asked about Mandarin Class in Taiwan University.</li> <li>● Reina, a parents, asked about TOCFL schedule.</li> <li>● Gabrielle, a student asked about VISA and authorized documents procedure.</li> </ul>
17 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with Trainer about Teacher Training Preparation</li> </ul>
17 November	Customer Service	<ul style="list-style-type: none"> <li>● Fendy, a student asked by WhatsApp about Bachelor Degree admission documents</li> <li>● Tiara, a student asked by WhatsApp about legalization procedure in Jakarta Teto</li> <li>● Yusnita, a lecturer, asked about post-Doctoral program.</li> </ul>
18 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with Syauki about Teacher Training Preparation</li> <li>● Meeting with Trainer, explain about preparation before training day and using teams</li> <li>● Contact with TEC in UMY about response and preparation from UMY for academic visit and education showcase event</li> </ul>
18 November	Customer Service	<ul style="list-style-type: none"> <li>● Cilia, a student, asked about TOCFL schedule</li> <li>● Tiara, a student, asked by WhatsApp about Legalization Procedure in Ministry of Human Right</li> </ul>
20 November	Administration	<ul style="list-style-type: none"> <li>● Using Teams Training for Participant</li> </ul>

21 November	Administration	<ul style="list-style-type: none"> <li>● Academic Visit Asia University to Cambridge School, SMATAG, SAIM and UNAIR</li> <li>● Coordination with Secretary Liu from TETO Jakarta about 2023 TOCFL Date</li> <li>● Contact to TETO Surabaya to inform planning to visit TETO Surabaya office.</li> <li>● Update weekly report.</li> </ul>
21 November	Customer Service	<ul style="list-style-type: none"> <li>● Irham, a staff, asked by WhatsApp about Visa application for fellowship student</li> </ul>
22 November	Administration	<ul style="list-style-type: none"> <li>● Prepare Teacher Training Book</li> <li>● update financial report</li> </ul>
22 November	Customer Service	<ul style="list-style-type: none"> <li>● Elisa, a teacher, asked about Traditional Chinese Learning Website and book reference</li> <li>● Vita, a student, asked about MOE Scholarship and document preparation to study in Taiwan</li> </ul>
23 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with UNAIR Language Center about Mandarin Class.</li> <li>● check and update the financial report.</li> </ul>
23 November	Customer Service	<ul style="list-style-type: none"> <li>● James, a student, asked about preparation document to apply in Taiwan University</li> <li>● Haikal, a student asked about MOE Taiwan scholarship.</li> </ul>
24 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with Trainer about Teacher Training Opening Ceremony and Teacher Training Material</li> <li>● Coordination with Trainer about Academic Visit and Education Showcase: visit to high school and universities Semarang</li> </ul>
24 November	Customer Service	<ul style="list-style-type: none"> <li>● Willy, a student asked by WhatsApp short Online Course in some University.</li> <li>● Tria, a lecturer, asked by WhatsApp number about NCKU admission timeline.</li> </ul>
25 November	Administration	<ul style="list-style-type: none"> <li>● Coordination about Teacher Training Opening Ceremony Materials</li> </ul>

		<ul style="list-style-type: none"> <li>● Coordination with UAI to prepare Academic Collaboration and Education Showcase.</li> <li>● Contact to reporter to coverage news of Academic Collaboration and Education Showcase event.</li> </ul>
25 November	Customer Service	<ul style="list-style-type: none"> <li>● Anna, a student, asked about Language Proficiency score to apply in Taiwan university</li> <li>● Rusdiawan, a parent asked about MOE Taiwan scholarship</li> <li>● Gaby, a student from SMA Cambridge School Surabaya asked by WhatsApp number about an exchange student program.</li> </ul>
26 November	Mandarin Teacher Training	<ul style="list-style-type: none"> <li>● Mandarin Teacher Training Day 1</li> </ul>
27 November	Mandarin Teacher Training	<ul style="list-style-type: none"> <li>● Mandarin Teacher Training Day 2</li> </ul>
28 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> </ul>
28 November	Customer Service	<ul style="list-style-type: none"> <li>● Manda, a student, asked about TOCFL Mock Test and Registration</li> <li>● Maria, a teacher, asked by WhatsApp about Admission for International Student</li> <li>● Reinhart, a student, asked about TOCFL test schedule.</li> <li>● keisya, a student, asked about language score for a requirement document to apply study in Taiwan.</li> </ul>
29 November	Administration	<ul style="list-style-type: none"> <li>● Update and financial report</li> </ul>
29 November	Customer Service	<ul style="list-style-type: none"> <li>● Sherly, a parent, asked by WhatsApp about Mandarin Class for Intermediate Level in Indonesia</li> <li>● Intan, a student, asked about foreign language study program in NCCU.</li> </ul>

		<ul style="list-style-type: none"> <li>● Aulia, a student, asked about MOE Taiwan scholarship and ICDF scholarship.</li> </ul>
30 November	Administration	<ul style="list-style-type: none"> <li>● Prepare Teacher Training Certificate and Closing Ceremony Material</li> </ul>
30 November	Customer Service	<ul style="list-style-type: none"> <li>● Vera, a parent, asked about Sponsorship Document to apply in Taiwan university</li> <li>● Gilang, a student asked about timeline to apply MOE Taiwan scholarship and ICDF.</li> </ul>