

WEEKLY ACTIVITIES STATUS REPORT		
1 December	Administration	<ul style="list-style-type: none"> ● Coordination with Syauki about Closing ceremony ● Prepare Teacher Training feedback form.
1 December	Customer Service	<ul style="list-style-type: none"> ● Iffa, a Lecturer, asked by WhatsApp about PhD Degree admission documents ● Fajar, a student, asked by WhatsApp number about a master degree for a chemical engineering program in NCU. ● rien, a parent, asked about biomedical engineering program in Taiwan universities.
2 December	Administration	<ul style="list-style-type: none"> ● Coordination with trainer about Teacher Training Closing Ceremony ● Scanning and update financial report. ● coordination with TETO Surabaya to prepare about Airlangga Global Space: Opening Ceremony event
2 December	Customer Service	<ul style="list-style-type: none"> ● Cindy, a student, asked about English Language Proficiency score to apply in Taiwan university ● Sianne, a parent, asked about legalization procedure. ● Rizky, a student, asked about universities which offered civil engineering program in English full taught for bachelor degree.
3 December	Mandarin Teacher Training	<ul style="list-style-type: none"> ● Mandarin Teacher Training Day 3
4 December	Mandarin Teacher Training	<ul style="list-style-type: none"> ● Mandarin Teacher Training Day 4
5 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● check financial report
5 December	Customer Service	<ul style="list-style-type: none"> ● Lidya, a student, asked about bachelor degree admission in Taiwan University ● Cecilia, a student, asked by WhatsApp about Admission for International Student and Overseas Student

		<ul style="list-style-type: none"> ● Felicya, a student, asked by WhatsApp number about the TOCFL test schedule.
6 December	Administration	<ul style="list-style-type: none"> ● check financial report ● make a report of planning activities for TECSID in 2023
6 December	Customer Service	<ul style="list-style-type: none"> ● Belinda, a student, asked about Chinese Language Proficiency Score to apply Master degree in Taiwan university
7 December	Administration	<ul style="list-style-type: none"> ● Coordination with Xinmiao Edu Center about Mandarin Class ● make a design of e-certificate for Mandarin Teacher Training 2022
7 December	Customer Service	<ul style="list-style-type: none"> ● Aisyah, a student, asked about University list that provide Master Finance Department ● Meylinda, a student, asked about TOCFL schedule in Indonesia
8 December	Administration	<ul style="list-style-type: none"> ● Coordination with Syauki about Mandarin Teacher Training Video ● Coordination with Unair Mandarin Teacher about Mandarin Class ● coordination with Vanessa about THEF 2023
8 December	Customer Service	<ul style="list-style-type: none"> ● Amalia, a student, asked about Scholarship in Taiwan University ● Ferdy, a student, asked about apply Family Visa procedure
9 December	Administration	<ul style="list-style-type: none"> ● Check Mandarin Teacher Training Feedback Form ● Sending the financial report to Taiwan.
9 December	Customer Service	<ul style="list-style-type: none"> ● Yanti, a student, asked by WhatsApp about Medical Department in Taiwan University.
12 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with Jakarta TETO about TOCFL
12 December	Customer Service	<ul style="list-style-type: none"> ● Grace, a parents, asked about Medical Bachelor Degree in Taiwan University

		<ul style="list-style-type: none"> ● Helena, a student, asked about Admission for International Student
13 December	Administration	<ul style="list-style-type: none"> ● Prepare Mandarin Teacher Training Certificate ● contact and make an invitation letter for UNISMA to be co-host of education fair 2023
13 December	Customer Service	<ul style="list-style-type: none"> ● Almira, a student, asked about Master Degree admission in NTHU and NYCU. ● Dian, a student, asked about MOE Taiwan Scholarship
14 December	Administration	<ul style="list-style-type: none"> ● update website information ● make a planning activities in 2023
14 December	Customer Service	<ul style="list-style-type: none"> ● Santi, a parent, asked about Bachelor degree admission and information management department in Taiwan University ● Dinda, a student, asked about PhD admission procedure in Taiwan University. ● Fahmi, a student, asked about master degree in NTOU.
15 December	Administration	<ul style="list-style-type: none"> ● Prepare Mandarin Teacher Training News ● follow up with UNISMA about invitation letter to be co0host education fair in Malang
15 December	Customer Service	<ul style="list-style-type: none"> ● Helena, a student, asked about IBP Program in NTHU ● Almira, a student, asked about admission document to study in Taiwan
16 December	Administration	<ul style="list-style-type: none"> ● Update TECSID Website ● coordination the planning activity for 2023 ● coordination and update proposal of THEF 2023
16 December	Customer Service	<ul style="list-style-type: none"> ● Raras, a student, asked about Traditional Medicine in Taiwan University. ● Keylia, a student asked about MOE Taiwan Scholarships

		<ul style="list-style-type: none"> ● Helena, a parent, asked about Taiwan scholarship and information study for bachelor degree.
19 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● coordination and internal meeting for preparation of THEF 2023 ● contact with UMY and PPM Management School for venue of THEF 2023
19 December	Customer Service	<ul style="list-style-type: none"> ● Ghea, a student, asked about International Student Admission Information ● Maria, a parent, asked about Taiwan University Admission and Scholarship. ● hendrik, a student, asked about Taiwan university admission procedure and information
20 December	Administration	<ul style="list-style-type: none"> ● Update TECSID Website
20 December	Customer Service	<ul style="list-style-type: none"> ● Raras, a student, asked about Master Admission information in Taiwan University ● Jennifer, a student, asked about Bachelor Degree Admission information ● yousuf, a student, asked about bachelor degree admission information for full-English taught.
21 December	Administration	<ul style="list-style-type: none"> ● Coordination with Pusba Unair about Mandarin Class ● coordination with TEC UMY for sending invitation letter for THEF 2023
21 December	Customer Service	<ul style="list-style-type: none"> ● Rahmat, a student, asked about the Master Degree admission procedure in Taiwan University. ● putri andini, a student, asked about MOE Taiwan scholarship
22 December	Administration	<ul style="list-style-type: none"> ● Coordination with Mandarin Teacher about Mandarin Class ● coordination with TEC in Yogyakarta and Jakarta for info session and promotion for THEF 2023

22 December	Customer Service	<ul style="list-style-type: none"> ● Sinta , a student, asked about MOE Scholarship ● Darren, a student , asked about Medical and Public Health Department in Taiwan University ● Gregorius, a student, asked about culinary degree program
23 December	Administration	<ul style="list-style-type: none"> ● make a design of poster and proposal
23 December	Customer Service	<ul style="list-style-type: none"> ● Anjani, a student, asked about Business Management English Taught in Taiwan University ● Sinta, a student, asked about Legalization Procedure in TETO Surabaya ● Linna, a student, asked about VISA for visitor.
26 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and TECSID website ● make a design of proposal for THEF 2023
26 December	Customer Service	<ul style="list-style-type: none"> ● Jessica, a student, asked about Overseas Chinese Student Admission Information ● Amila, a student, asked about Mandarin Class in Taiwan University. ● Faiq Iqbal, a student, asked about chemical engineering for master degree with English-full taught.
27 December	Administration	<ul style="list-style-type: none"> ● follow up with UMY for venue of THEF 2023 ● make a list for schools around UNAIR, schools invited for THEF 2023
27 December	Customer Service	<ul style="list-style-type: none"> ● Lisa, a parent, asked about Bachelor Degree Medical Department in Taiwan University ● Yulia Sarah, a student, asked about MOE Taiwan Scholarship.
28 December	Administration	<ul style="list-style-type: none"> ● Meeting and Coordination about Taiwan Higher Education Fair 2023 ● design and revise proposals for UMY and UNAIR.

28 December	Customer Service	<ul style="list-style-type: none"> ● Fania, a student, asked about MOE Scholarship ● Abhigail, a student, asked about MOE Taiwan Scholarship. ● Kristin, a student, asked about Taiwan scholarship and admission information
29 December	Administration	<ul style="list-style-type: none"> ● Meeting and Coordination about Taiwan Higher Education Fair 2023 between AU and TECSID. ● Coordination with UNAIR about THEF 2023 Venue.
29 December	Customer Service	<ul style="list-style-type: none"> ● Vita, a student, asked about Mandarin Class in Taiwan University ● Amanda, a student, asked about Fashion Design department in Taiwan University
30 December	Administration	<ul style="list-style-type: none"> ● Meeting and Coordination with TEC Jakarta and Yogyakarta about THEF 2023 ● follow up with UMY and PPM Management School ● make a greeting card for new year 2023 to share in TECSID's social media.
30 December	Customer Service	<ul style="list-style-type: none"> ● Daniel, a student , asked about Master admission student in Taiwan University ● kusuma, a lecturer, asked about PHD program and dual degree program.