

<b>WEEKLY ACTIVITIES STATUS REPORT</b>		
2 January	Administration	<ul style="list-style-type: none"> <li>Update Weekly Report</li> <li>Coordination with UNAIR about THEF 2023.</li> <li>Coordination with UNAIR about preparation of edu fair for AEE event</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Andrea, a teacher, asked by Whatsapp about Bachelor Admission for International Student</li> <li>Ima Putri, ask about summer program in AU</li> </ul>
3 January	Administration	<ul style="list-style-type: none"> <li>Coordination about Mandarin Class and TOCFL in 2023</li> <li>Coordination with PPM School of management for initial meeting and preparation for THEF 2023.</li> <li>Make a proposal for info session in Surabaya</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Joanna, a student, asked about Mandarin Class in Taiwan University</li> <li>Gina , a parent, asked by Whatsapp about Mandarin Class for Beginner Level in Taiwan University.</li> <li>Ira, a parent, asked by Whatsapp about TOCFL schedule and TOEFL</li> </ul>
4 January	Administration	<ul style="list-style-type: none"> <li>Update university list</li> <li>Coordination about budget and venue.</li> <li>Meeting with TEC UMY.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Diana, a student, asked about Finance Department list in Taiwan University</li> <li>Alina, a student, asked about MOE Scholarship</li> </ul>
5 January	Administration	<ul style="list-style-type: none"> <li>Arrange Info Session time in Surabaya HighSchool</li> <li>Make a design of poster THEF</li> <li>Revise TOR of THEF 2023</li> </ul>

	Customer Service	<ul style="list-style-type: none"> <li>▪ Raras, a student, asked about Mandarin Center List in Taiwan</li> <li>▪ Bambang, a parent, asked about Bachelor degree Admission in Taiwan University</li> <li>▪ Kristanto, a parent, asked about doctoral in Taiwan</li> </ul>
6 January	Administration	<ul style="list-style-type: none"> <li>▪ Contact some school asked about hold Info Session in their School</li> <li>▪ Sending offering letter to hold info session in schools</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Gratia, a student, asked about Technical University in Taiwan University</li> <li>▪ Marcel, a student, asked about Legalization Procedure in Taiwan University</li> </ul>
9 January	Administration	<ul style="list-style-type: none"> <li>▪ Update Weekly Report</li> <li>▪ Update information about MOE TAIWAN Scholarship</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Lukman, a student, asked about English Taught Master Program in Taiwan University</li> <li>▪ Risda, a student, asked about a master 's degree for food science and technology with English fully taught.</li> </ul>
10 January	Administration	<ul style="list-style-type: none"> <li>▪ Meeting with All TEC and Asia University about THEF Preparation</li> <li>▪ Coordination with TEC and PPM school of management.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Mariana, a student, asked about Overseas Chinese Student admission procedure</li> <li>▪ Bambang , a parent, asked by Whatsapp about financial statement document</li> <li>▪ Dinda R, a student, asked about living costs and scholarship to study in Taiwan.</li> </ul>
11 January	Administration	<ul style="list-style-type: none"> <li>▪ Prepare Info Session Proposal and Letter to Surabaya School</li> <li>▪ Design a poster of THEF 2023</li> </ul>

		<ul style="list-style-type: none"> <li>Make a google form for registration</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Michael, a student, asked about part time job opportunity for Mandarin Student in Taiwan</li> <li>Herlina, a parent, asked about Mandarin Class Curriculum in Taiwan University</li> </ul>
12 January	Administration	<ul style="list-style-type: none"> <li>Sent Info session proposal and letter to Surabaya School</li> <li>Update weekly report</li> <li>Coordination with PPM and Unair, visiting venue in UNAIR.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Raras, a student, asked about HES and Master Degree admission in Taiwan University</li> <li>Fany, a parent asked about Department in Taiwan University and Admission information</li> <li>Gregorius, a student, asked by Whatsapp number about the automotive technology program.</li> </ul>
13 January	Administration	<ul style="list-style-type: none"> <li>Meeting with AGE discuss about THEF Preparation</li> <li>Meeting with TEC UMY for Venue and rundown for THEF 2023.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Bambang, a parent, asked about Mandarin Class tuition fee in some Mandarin Center in Taiwan</li> <li>Lintang, a student, asked by Whatsapp number about chemical engineering program for bachelor degree.</li> </ul>
16 January	Administration	<ul style="list-style-type: none"> <li>Update Weekly Report</li> <li>Revise and update the TOR and poster.</li> <li>Visit to the Educational Division of Surabaya to know how to invite students to join the TJEF 2023.</li> </ul>

	Customer Service	<ul style="list-style-type: none"> <li>▪ Susan, a parent, asked by Whatsapp about Bachelor Degree Admission</li> <li>▪ Raras, a student, asked about Admission Required document list</li> </ul>
17 January	Administration	<ul style="list-style-type: none"> <li>▪ Update Department List</li> <li>▪ UPDATE weekly report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Lusy, a parent, asked by Whatsapp about Overseas Chinese Student information</li> <li>▪ Bambang, a parent, asked by Whatsapp about Mandarin Class Recommendation in Taipei University</li> <li>▪ Kiki, a student asked by Whatsapp number about TOCFL test schedule</li> </ul>
18 January	Administration	<ul style="list-style-type: none"> <li>▪ Coordination with UNAIR and UMY for preparation of THEF 2023</li> <li>▪ revise design of poster.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Cindy, a parent, asked by Whatsapp about Mandarin Class in Taiwan University</li> <li>▪ Michael, a student, asked about Master Degree Admission and English Taught Department List</li> </ul>
19 January	Administration	<ul style="list-style-type: none"> <li>▪ Prepare Info Session Proposal to some School in Surabaya</li> <li>▪ Make a budget plan and update TOR THEF 2023.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Amalia, a student, asked about MOE Scholarship Information</li> <li>▪ Gracia, a student, asked about Admission for Mandarin Class in NTNU and NTU</li> </ul>
20 January	Administration	<ul style="list-style-type: none"> <li>▪ Update weekly report</li> <li>▪ REVISE a budget plan for THEF 2023</li> <li>▪ Make a design for the e-greeting of the lunar new year.</li> </ul>

	Customer Service	<ul style="list-style-type: none"> <li>▪ Dinni, a student, asked about Master Degree admission and Psychology Department in Taiwan University</li> <li>▪ Sandy, a parents, asked about Family Visa Application Procedure</li> </ul>
23 January	National Holiday	<ul style="list-style-type: none"> <li>▪ Lunar New Year</li> </ul>
24 January	Administration	<ul style="list-style-type: none"> <li>▪ Update Weekly Report</li> <li>▪ Meeting with PPMB UNAIR discuss about Student mobility</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Indah, a parent, asked by Whatsapp about Master degree admission in Taiwan University</li> <li>▪ Amalia, a student, asked by Whatsapp about Mandarin Class admission in Taiwan</li> </ul>
25 January	Administration	<ul style="list-style-type: none"> <li>▪ Visit Surabaya High School Education Office coordination about THEF 2023</li> <li>▪ Visit to admission office of UNAIR to coordination for mobilization students to join on tbe THEF 2023</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Michael, a student, asked about working permit for student</li> <li>▪ Susan, a parent, asked about medical department in Taiwan University</li> </ul>
26 January	Administration	<ul style="list-style-type: none"> <li>▪ Contact Mandarin Teacher and Discuss about Mandarin Class</li> <li>▪ Update weekly report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Bryan a, a student, asked about MOE Scholarship Information and Culinary department in Taiwan University</li> <li>▪ Indah , a student, asked about MOE Scholarship and Family Visa application procedure</li> </ul>

27 January	Administration	<ul style="list-style-type: none"><li>• Coordination with PPM School of management.</li><li>• Update weekly report</li><li>• Make a design of a MOE Taiwan scholarship poster.</li></ul>
	Customer Service	<ul style="list-style-type: none"><li>• Indah, a student, asked about recommendation letter format for MOE Scholarship</li><li>• Yoppi, a student, asked about MOE and HES</li></ul>