

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

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

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

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

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

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