

WEEKLY ACTIVITIES STATUS REPORT		
30 January	Administration	<ul style="list-style-type: none"> <li>Update Weekly Report</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>Preparation internal with UMY and PPM about the rundown, planning of edu fair event, and the technical issue.</li> <li>prepare with bus company.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Aira, a student asked by Whatsapp about Master Degree Admission for International Student</li> <li>Sandra, asked by Whatsapp about Bachelor Admission for International Student</li> <li>Bagus, a parent, asked about MOE Taiwan Scholarship.</li> <li>Kiky, a student, asked about mandarin class program in Medan.</li> </ul>
31 January	Administration	<ul style="list-style-type: none"> <li>Coordination about Mandarin Class with Mandarin Teacher</li> <li>update weekly report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Diana, a student, asked by Whatsapp about MOE Scholarship</li> <li>Brian, a student, asked by Whatsapp about Financial Statement information</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>Coordination preparation of THEF in UNAIR, coordination with hotel in Surabaya</li> </ul>
1 February	Administration	<ul style="list-style-type: none"> <li>Update university list</li> <li>Weekly report.</li> <li>Make a design of TECSID service.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Fandy, a parent, asked by Whatsapp about Mandarin Class Admission and Mandarin Center Contact</li> <li>Ratna, a parent, asked by Whatsapp about Bachelor Admission for Overseas Chinese Student</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Ryandi, a student, asked by Whatsapp number about MOE Taiwan Scholarship</li> <li>▪ Edward, a student asked about THEF 2023 University List</li> </ul>
2 February	Administration	<ul style="list-style-type: none"> <li>▪ Coordination with UNAIR Language Center about Mandarin Class Schedule</li> <li>▪ Coordination with UNAIR about the education fair in UNAIR (AEE event and Scholarship event).</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Daniel, a student, asked by Whatsapp about TOCFL Schedule</li> <li>▪ Yulia, a student, asked by whatsapp number about MOE Taiwan Scholarship</li> <li>▪ Ira, a parent, asked about the NTNU program for bachelor degrees.</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Visit Surabaya HighSchool Education Office discuss about THEF Recommendation Letter</li> <li>▪ Meet with UNAIR about preparation of AEE program of education fair event.</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Coordination with UNAIR about floorplan.</li> <li>▪ Coordination with PPM and UMY about floorplan layout.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Maria, a student, asked by Whatsapp about Business Management Departmen list in Taiwan University</li> <li>▪ Amalia, a student, asked by Whatsapp about HES information</li> <li>▪ Ramadhana, asked about THEF 2023 in Surabaya.</li> </ul>
Education Fair	Airlangga Education Expo	<ul style="list-style-type: none"> <li>▪ Open Booth with AGE</li> </ul>

6 February	Administration	<ul style="list-style-type: none"> <li>▪ Update Weekly Report</li> <li>▪ Coordination with UNAIR Language Center about Mandarin Class</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Dinda, a student asked by Whatsapp about Doctoral Degree Admission for International Student</li> <li>▪ Fara, asked by Whatsapp about Living Cost and Overseas Chinese Student admission</li> <li>▪ Irianda, a parent, asked about Whatsapp number about studying in Taiwan for bachelor degree.</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ coordination and preparation about promotion for THEF 2023</li> <li>▪ coordination with PPM and UMY about preparation</li> </ul>
7 February	Administration	<ul style="list-style-type: none"> <li>▪ Prepare MOE Scholarship Info Session to some University in Indonesia</li> <li>▪ make a letter of proposal for an info session.</li> <li>▪ make a letter to invite students in high school around SURabaya.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Bryan, a student, asked by Whatsapp about MOE Scholarship</li> <li>▪ Agus, student, asked about Master Degree Business Management in Taiwan University</li> <li>▪ Ahmad Zaki, a parent, asked about Admission timeline.</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Preparation and promotion for edu fair on media social</li> <li>▪ Coordinate with hotel for gala dinner</li> <li>▪ Coordination with PPM staf about florplan design</li> </ul>

8 February	Administration	<ul style="list-style-type: none"> <li>▪ Send MOE Scholarship Info Session Proposal to some University</li> <li>▪ Make a design of THEF banner.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Cindy, a student, asked by Whatsapp about MOE Scholarship for Bachelor Degree</li> <li>▪ Rudyanta H., a parent, asked about admission timeline in NTU.</li> <li>▪ Dewi, a parent, asked about admission timeline in NPTU.</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Coordination and preparation about invitation of student for THEF 2023</li> <li>▪ Coordination with UNAIR about LO and preparation of the event for THEF 2023.</li> </ul>
9 February	Administration	<ul style="list-style-type: none"> <li>▪ Update weekly report</li> <li>▪ Make a design of video promotion of THEF 2023</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Sherly, a parent, asked about HES Scholarship</li> <li>▪ Cindy, a student, asked by Whatsapp about Computer Science Department in Taiwan University</li> <li>▪ Dwiangga, a studnet, asked by WHatsapp number about Tamkang University admission</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Coordination about student mobility in UMY for THEF 2023</li> <li>▪ Coordination with UNAIR about floorplan update</li> <li>▪ Make a design for banner, poster, and other media promotion.</li> </ul>
10 February	Administration	<ul style="list-style-type: none"> <li>▪ Coordination with UNAIR Language Center about Mandarin Class Material</li> <li>▪ Update weekly report</li> </ul>

	Customer Service	<ul style="list-style-type: none"> <li>▪ Gerry , a student, asked by Whatsapp about TOCFL Schedule</li> <li>▪ Helena, a parent, asked about Bachelor Degree admission and University list in Taipei City</li> <li>▪ Bayu, a student, asked by Whatsapp number about HES scholarship.</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Internal meeting and coordination about bus company and hotel</li> <li>▪ Discussion with Andi about mobilization student in Jakarta</li> </ul>
13 February	Administration	<ul style="list-style-type: none"> <li>▪ Update Weekly Report</li> <li>▪ Coordination with UNAIR Language Center about Mandarin Class</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Sherly, a parent asked by Whatsapp about HES and Mandarin Language Center Admission</li> <li>▪ Amanda, a student asked by Whatsapp about MOE Scholarship</li> <li>▪ Yoshua, a student, asked about MOE scholarship and admission timeline in NTUST for master degree</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Coordination with TEC in Jakarta and Yogyakarta about package from Taiwan universities who send their material promotion</li> </ul>
14 February	Administration	<ul style="list-style-type: none"> <li>▪ Coordination with University about Info Session</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Sania, a student, asked by Whatsapp about MOE Scholarship</li> <li>▪ Christia, a student, asked by Whatsapp about HES Scholarship.</li> </ul>

	THEF 2023	<ul style="list-style-type: none"> <li>▪ Discussion with hotel in Surabaya and Yogyakarta for gala dinner menu and facility.</li> <li>▪ Discussion with UMY about the update information from Taiwan (rundown)</li> </ul>
15 February	Administration	<ul style="list-style-type: none"> <li>▪ Update weekly report.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Jayden, a student, asked about TOCFL Schedule</li> <li>▪ Darma, a student, asked about Traditional Mandarin Class in Surabaya</li> <li>▪ ALfid, a lecturer, asked about Post-Doc program</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Update information from Taiwan and discussion about the payment method for expense of THEF 2023</li> <li>▪ Coordination with UNAIR about the facilities that provide from venue.</li> </ul>
16 February	Administration	<ul style="list-style-type: none"> <li>▪ Prepare University Mulawarman Info Session Poster</li> <li>▪ Update weekly report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Bryan, a student, asked about MOE Scholarship and University Scholarship opportunity</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>▪ Coordination about the itinerary schedule in Surabaya and Jakarta.</li> <li>▪ Coordination with PPM about the facilities that provide from venue.</li> </ul>
17 February	Administration	<ul style="list-style-type: none"> <li>▪ Prepare Invitation Letter for Surabaya Highschool Student to come to THEF 2023</li> <li>▪ Coordination about Student Mobility</li> </ul>

	Customer Service	<ul style="list-style-type: none"> <li>Christine, a student, asked about legalization procedure in Teto</li> <li>Amanda, a student, asked about university admission document list</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>Contact to the tour guide city tour and travel</li> <li>Coordination with PPM about the facilities that provide from venue, make sure the room size, and discuss again about floorplan</li> </ul>
20 February	Administration	<ul style="list-style-type: none"> <li>Update Weekly Report</li> <li>Coordination with UNAIR Language Center about Mandarin Class Promotion</li> <li>Meeting with Asia University Mandarin Center to Prepare Mandarin Teacher Training</li> </ul>
	THEF 2023	<ul style="list-style-type: none"> <li>Update information from promotion method with UMY for THEF 2023</li> <li>Coordination with UNAIR about local man and staff.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Amalia, a student, asked about legalization procedure in Teto</li> <li>Rudi, a parent asked by Whatsapp about MOE Scholarship and University Scholarship</li> <li>Joko Susanto, a parent, asked about MOE Taiwan Scholarship</li> </ul>
21 February	Administration	<ul style="list-style-type: none"> <li>Prepare THEF Invitation Letter to Surabaya High School</li> <li>Sent THEF Invitation Letter to Surabaya High School</li> <li>Update weekly report.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>Dinda, a student, asked by Whatsapp about Admission Document</li> <li>Gina, a parent, asked about some Taipei University Information</li> <li>Julius, a student, asked about admission to apply in NTUT</li> </ul>

22 February	Administration	<ul style="list-style-type: none"> <li>▪ Coordination with Mulawarman University about Info Session Preparation</li> <li>▪ Revise Info Session Powerpoint</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Gina, a parent, asked about admission information in NTNU and NTUST for Bachelor degree student</li> </ul>
23 February	Administration	<ul style="list-style-type: none"> <li>▪ Universitas Mulawarman Info Session</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Alex, a student, asked about Overseas chinese student admission information</li> </ul>
24 February	Administration	<ul style="list-style-type: none"> <li>▪ Coordination with Surabaya High School about THEF 2023</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>▪ Marvindo, a student, asked about Master Degree admission legalization procedure in Teto</li> </ul>