

WEEKLY ACTIVITIES STATUS REPORT		
27 February	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Update financial report
	THEF 2023	<ul style="list-style-type: none"> ● Follow up about THEF 2023 Invitation to Surabaya High School ● Prepare THEF Invitation Letter to Jakarta High School ● Post information about Hiring THEF LO ● Make a design of promotion material in Instagram
	Customer Service	<ul style="list-style-type: none"> ● Jocelyn, a student, asked by Whatsapp about MOE and MOFA Scholarship ● Anila, a student, asked about English literature department in Taiwan University ● Jawad, a lecturer, asked about the Doctoral program for environmental engineering.
28 February	Administration	<ul style="list-style-type: none"> ● Update TECSID Website ● update weekly report
	THEF 2023	<ul style="list-style-type: none"> ● contact with vendor for name list of Taiwan universities name ● make a digital promotion in social media ● share and promote poster to several high schools

	Customer Service	<ul style="list-style-type: none"> ● Diana, a student, asked about HES and Mandarin Center List in Taiwan ● Nindy, a student, asked about Education Fair Online 2023. ● Ima Putri, a student, asked about MOE Taiwan Scholarships.
	THEF 2023	<ul style="list-style-type: none"> ● Invite several Jakarta High School Directly by phone to come to THEF 2023 and share the poster ● Update THEF Information in FB and IG ● Invite several Yogyakarta High Schools and Universities to come to THEF 2023. ● coordination with TEC in Yogyakarta for booth preparation and technical issue during edu fair.
1 March	Administration	<ul style="list-style-type: none"> ● Update university list ● update weekly report ● make a gues list for THEF 2023
	THEF 2023	<ul style="list-style-type: none"> ● make a design of certificate for LO ● Make a design of totebag and printing for participants in THEF 2023 ● Technical meeting for preparation in THEF 2023 with TEC in each city and all vendors
	Customer Service	<ul style="list-style-type: none"> ● Deni, a parent, asked by Whatsapp about bachelor degree admission ● Michael, a student, asked by Whatsapp number about MOE Taiwan Scholarship ● Lily, a parent, asked by Whatsapp number about MOE Taiwan scholarship and overseas chinese student programs.

2 March	Administration	<ul style="list-style-type: none"> ● Arrange Mandarin Teacher Training Data ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Adinda, a student, asked by Whatsapp about HES information ● Gunawan, a parents, asked by Whatsapp number about MOE Taiwan scholarships document requirements. ● Haidar, a lecturer, asked by Whatsapp number about TEEP program for bachelor degree students.
	THEF 2023	<ul style="list-style-type: none"> ● Check THEF LO CV and Information ● Coordination with TEC in Jakarta about LO and dancer. ● coordination with vendor to deliver of material promotion for several brochures to venue.
3 March	Administration	<ul style="list-style-type: none"> ● Technical Meeting UNAIR ACESFA ● Coordination with ACESFA (Airlangga Career Entrepreneurship and Scholarship Fair) LO about TECSID Booth
	THEF 2023	<ul style="list-style-type: none"> ● Coordination with Gloria Highschool SAIM about THEF Invitation ● Sent THEF Letter to asked UNAIR Dean help to re-spread THEF Information ● Deliver for invitation gala dinner in Surabaya
	Customer Service	<ul style="list-style-type: none"> ● Surya, a parents, asked about Bachelor Degree admission and Financial Statement

		<ul style="list-style-type: none"> ● Erina, a parent, asked about Mandarin Course in Mandarin Center Taiwan ● Dira, a lecturer, asked about TEEP programs. ● Keisha, a student, asked about MOE Taiwan scholarship.
6 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Prepare for open booth in ACESFA (Airlangga Career Entrepreneurship and Scholarship Fair) Briefing with LO about TECSID ● Update financial report
	Customer Service	<ul style="list-style-type: none"> ● Ferina, a student, asked about Technical University Information in Taiwan University ● Erina, a parent, asked about NCKU admission procedure and admission information ● Jilbartar, a student, asked about information for the MOE Taiwan scholarship.
	THEF 2023	<ul style="list-style-type: none"> ● Follow up Jakarta High School ● Sent THEF 2023 Opening Ceremony Speech Invitation Letter to UNAIR Rector and Surabaya TETO Director.
7 March	Administration	<ul style="list-style-type: none"> ● Update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Surya, a parents, asked about TOCFL Schedule

	Airlangga Career Entrepreneurship and Scholarship Fair	Open Booth and Presentation about MOE Scholarship
	THEF 2023	<ul style="list-style-type: none"> ● Make THEF 2023 Invitation letter and send it to Jakarta High School ● Sent THEF Gala Dinner Invitation to several guest
8 March	THEF 2023	<ul style="list-style-type: none"> ● revise of design certificate for THEF LO in Surabaya
	Customer Service	<ul style="list-style-type: none"> ● Ibnu, a student, asked about Foreign Language and Psychology Department in Taiwan University. ● Fellezia, a student, asked about MOE Taiwan Scholarship
	Airlangga Career Entrepreneurship and Scholarship Fair	Open Booth
	THEF 2023	<ul style="list-style-type: none"> ● Follow up Jakarta and Surabaya Highschool ● coordination with transportation vendor ● follow up the hotel about update menu in Jakarta and Yogyakarta.
9 March	Administration	<ul style="list-style-type: none"> ● make a press release for THEF 2023
	Customer Service	<ul style="list-style-type: none"> ● Sherly, a parents, asked about Computer Science Information in Taiwan University

		<ul style="list-style-type: none"> ● Aira, a student, asked about International Student Bachelor Degree Information
	THEF 2023	<ul style="list-style-type: none"> ● Coordination with LO about THEF Preparation ● Arrange LO University list ● Prepare THEF LO Dispensation Letter to UNAIR ● Coordination with team for pick up delegations and bus company for details rundown.
10 March	Administration	<ul style="list-style-type: none"> ● uodate weekly report
	Customer Service	<ul style="list-style-type: none"> ● Winda, a parent, asked about Mandarin Class and University list in Taipei ● Mikael, a student, asked about HES ● sakinah, a student, asked about list of universities who provide biomedical engineering.
	THEF 2023	<ul style="list-style-type: none"> ● Sent THEF LO Dispensation Letter to Unair ● Technical Meeting with THEF LO
12 March	THEF 2023	<ul style="list-style-type: none"> ● Bring University Brochure to the Venue by vendor ● Pick up several delegations in airport in Surabaya. ● coordination with media pers for press conference during the event.

13 March	THEF 2023	<ul style="list-style-type: none"> ● THEF Day 1 Surabaya ● make a new plan and coordination with the bus driver and event committee about delayed delegations. ● make a presence list form for Gala Dinner in Surabaya
14 March	THEF 2023	THEF Day 2 Surabaya
15 March	THEF 2023	THEF Day 1 Yogyakarta
16 March	THEF 2023	THEF Day 2 Yogyakarta
17 March	THEF 2023	THEF Jakarta
20 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● update financial report for THEF and TECSID's expenses.
	Customer Service	<ul style="list-style-type: none"> ● Aira, a student, asked about TETO Legalization Procedure ● Rara, a student, asked about student Visa information ● Munir, a lecturer, asked about VISA for visiting family in Taiwan. ● Hubertus, a student, asked about HES program.

21 March	Administration	<ul style="list-style-type: none"> ● Update TECSID Website ● update weekly report ● make a greeting online card for “Silence day 2023” in Indonesia ● Make a greeting online card design for “Ramadan month 2023” in Indonesia
	Customer Service	<ul style="list-style-type: none"> ● Adinda, a student, asked about Admission Document for Master Degree ● Gunawan, asked about Tzu Chi University admission information
22 March	National Holiday	post for Silence day greeting card in social media of TECSID
23 March	National Holiday	post for Ramadhan month greeting card in social media of TECSID
24 March	Administration	<ul style="list-style-type: none"> ● Coordination about Mandarin Class in Surabaya ● update financial report
	Customer Service	<ul style="list-style-type: none"> ● Rani, a student, asked about TOCFL Schedule ● Mikael, a student, asked about HES and Legalization Procedure ● Jeje, a student, asked about the edu fair in next term. ● Husain, a student, asked about Visa for exchange students. ● Yuniar, a parent, asked about authorized documents for confirmation documents in NCCU.

27 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Collect and archiving expenses payment proof for THEF 2023. ● update financial report of THEF 2023
	Customer Service	<ul style="list-style-type: none"> ● Ardian, a teacher, asked about TETO Legalization Procedure in Jakarta TETO ● Rani, a student, asked about list of Clinic for Medical Check up in Surabaya ● Joshua, a student, asked about MOE scholarship for undergraduate degrees , about the authorisation of diploma certificates. ● Faisal, a student, asked about Visa application fee and documents required.
28 March	Administration	<ul style="list-style-type: none"> ● Submit TOCFL Application Seat ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Helena, a student, asked about MOE Scholarship Required Document list ● Wenny, a student, asked about a Recommendation Letter for Scholarship information. ● Novita, a student, asked about NTHU admission information for master 's degree.
29 March	Administration	<ul style="list-style-type: none"> ● Coordination with TOCFL Committee about Registration ● update weekly report ● update financial report of THEF 2023
	Customer Service	<ul style="list-style-type: none"> ● Karen, a student, asked about TOCFL Schedule in Indonesia

		<ul style="list-style-type: none"> ● Daniel, a student, asked about Master degree admission
30 March	Administration	<ul style="list-style-type: none"> ● Update TOCFL Administration website ● make a design for promotional material for TOCFL
	Customer Service	<ul style="list-style-type: none"> ● Dinna, a student, asked about Mandarin Class in Taiwan University ● Anda, a student, asked about medical check up procedhure for VISA
31 March	Administration	<ul style="list-style-type: none"> ● update weekly report ● update financial report ● revise design for promotional material for TOCFL and several universities program.
	Customer Service	<ul style="list-style-type: none"> ● Cindy, a student, asked about Legalization Procedure ● Amalia, a student, asked about Family Visa Procedure ● Dinda, a student, asked about MOE Taiwan scholarship about score for TOEFL.