

WEEKLY ACTIVITIES STATUS REPORT		
3 April	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● revise a design for promotion several programs from Taiwan universities to post and share in TECSID's social media ● update financial report ● share information of several programs that provide from AU and NTHU in TECSID's social media.
	Customer Service	<ul style="list-style-type: none"> ● Jennifer, a student, asked about how to registrate in TOCFL Website ● Wenny, a student, asked about Master Degree Admission ● Jawad, a lecturer, asked about Visa for TEEP Program
4 April	Administration	<ul style="list-style-type: none"> ● Prepare TOCFL Registration Guidebook ● make a design greeting card online for Paskah day in Indonesia
	Customer Service	<ul style="list-style-type: none"> ● Heru, a parent, asked aboutMandarin Center List in Taiwan ● Aqil, a student, asked about VISA document requirement for TEEP program and student visa ● Bagus, a student, asked about MOE for the announcement result.

5 April	Administration	<ul style="list-style-type: none"> ● Contact TOCFL Participant and Promote about June TOCFL ● Coordination about Mandarin Class ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Agnia, a student, asked by Whatsapp about TOCFL Schedule ● Mia, a lecturer, asked about how to get Unconditional LOA. ● Nindia, a student, asked about Taiwan universities that provide culinary and food science program in english full taught
6 April	Administration	<ul style="list-style-type: none"> ● Coordination with TOCFL Committee about TOCFL Registration time
	Customer Service	<ul style="list-style-type: none"> ● Aisyah, a student, asked by Whatsapp about Spring admission ● Yunita, a lecturer, asked about doctoral program in civil engineering ● Litha, a student, asked about MOE TAIwan scholarship for next year
7 April	National Holiday	Good Friday
10 April	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR Language Center about TOCFL ● coordination about proof documents for THEF 2023 ● Update weekly report

	Customer Service	<ul style="list-style-type: none"> ● Tiffany, a student, asked about TOCFL Information ● Wenny, a student, asked about Mandarin Class Admission information ● Ginna, a parents, asked about MOE Taiwan Scholarship
11 April	Administration	<ul style="list-style-type: none"> ● Meeting to Discuss about Mandarin Teacher Training ● Update weekly report ● Update financial report of March 2023
	Customer Service	<ul style="list-style-type: none"> ● Liliek, a parent, asked about Admission and Financial Statement information ● Nathaniel, a student, asked about Master Degree Admission and Scholarship information
12 April	Administration	<ul style="list-style-type: none"> ● Coordination with Yang Laoshi about Topic for Mandarin Teacher Training ● Make a design of instagram for infographics of National Tsing Hua University ● Promote and share again information about 1+4 program from Asia University Taiwan
	Customer Service	<ul style="list-style-type: none"> ● Imanuel, a teacher, asked about Mandarin Class in Taiwan University

13 April	Administration	<ul style="list-style-type: none"> ● Share TOCFL Registration Information to parent and students by WhatsApp ● Update financial report of March 2023 ● Coordination with Unair about International Day event planning from TECSID ● Contact with several high school in Surabaya for visit planning to promote 1+4 program to students.
	Customer Service	<ul style="list-style-type: none"> ● Raina, a student, asked about Business Management Department information ● Indah, a student, asked about Taipei and Taichung University List
14 April	Administration	<ul style="list-style-type: none"> ● Update TOCFL Information to Participant ● Update weekly report ● Contact with several high school in Yogyakarta and Malang for visit planning to promote 1+4 program to students.
	Customer Service	<ul style="list-style-type: none"> ● Amalia, a student, asked about Bachelor Degree Admission information ● Bayu, a lecturer, asked about doctoral program and scholarship in Taiwan.
17 April	Administration	<ul style="list-style-type: none"> ● Coordination with Yang Laoshi about Mandarin Teacher Training Trainer. ● Make a design proposal for planning to visit to several high school.

		<ul style="list-style-type: none"> ● contact to several high schools in Surabaya, Malang, Yogyakarta, and Pekanbaru. ● Contact and coordination with Ibu Endang from UGM.
	Customer Service	<ul style="list-style-type: none"> ● Christopher, a student, asked about How to Apply TOCFL ● Janatika, a student, asked about master degree program and scholarship information in Taiwan.
18 April	Administration	<ul style="list-style-type: none"> ● Meeting to fix Mandarin Teacher Training Schedule and Topic ● Sent Proposal for Asia University Education Showcase in several high schools. ● contact to several high schools to offer the program of 1+4 program.
	Customer Service	<ul style="list-style-type: none"> ● Amalia, a student, asked about Study Plan and Financial Statement information ● Dinda, a student, asked about requirement documents to apply study in NCKU for master degree.
19 April	National Holiday	Eid Mubarak Holiday
20 April	National Holiday	Eid Mubarak Holiday

21 April	National Holiday	Eid Mubarak Holiday
24 April	National Holiday	Eid Mubarak Holiday
25 April	National Holiday	Eid Mubarak Holiday
26 April	Administration	<ul style="list-style-type: none"> ● Coordination with Library Staff about Mandarin Teacher Training Class ● coordination with SMA Cita Hati Schools about the proposal for Taiwan Education Showcase ● coordination with Ibu Endang about visit in Pekanbaru.
	Customer Service	<ul style="list-style-type: none"> ● Nathalia, a student, asked about TOCFL Preparation Class and how to Registration in TOCFL Website ● Jason, a student, asked about International and Overseas Chinese Information
27 April	Administration	<ul style="list-style-type: none"> ● Remind All the TOCFL Participant about Payment ● coordination and follow up with SMA Cita Hati School and SMA Muhammadiyah 2 Surabaya about the response to hold Taiwan Education Showcase.
	Customer Service	<ul style="list-style-type: none"> ● Wenny, a student, asked about Mandarin Student Visa Information

		<ul style="list-style-type: none"> ● Dinda, a student, asked about MOE Taiwan and NCKU Scholarship. ● kurniawan, a lecturer, asked about information of universities that provide about fisheries and marine program in Taiwan and the scholarship information.
28 April	Administration	<ul style="list-style-type: none"> ● Coordination with Library Staff about Mandarin Teacher Training Class ● Coordination with TOCFL Steering Committee about TOCFL Participant Payment information and Closed Registration ● coordination with Prof. Chen, Ibu Endang, and headmaster/headmistress each high school in Surabaya about plann to visit high school
	Customer Service	<ul style="list-style-type: none"> ● Catherine, a student, asked about Online TOCFL Information ● teddy, a student, asked about MOE Taiwan scholarship 2024. ● Jesika, a student, asked about admission information in NTHU.