

WEEKLY ACTIVITIES STATUS REPORT		
1 May	National Holiday	May Day
2 May	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with Library Staff about Preparation for Mandarin Teacher Training ● Prepare and coordinate with high school about Taiwan Education Showcase ● Make a PPT about short brief of TE SID for International Global Day
	Customer Service	<ul style="list-style-type: none"> ● Aisyah, a student, asked about Student Visa Information ● Diana, a student, asked about MOE Taiwan information ● Kiky, a student asked about HES Scholarship
3 May	Administration	<ul style="list-style-type: none"> ● Promote Mandarin Teacher Training to Mandarin Teacher Whatsapp Group ● Sent Onsite Mandarin Teacher Training opening ceremony invitation ● Attending "International Global Day - Silaturahmi of International Office in East Java" by AGE UNAIR event.

	Customer Service	<ul style="list-style-type: none"> ● Sherlyn, a student, asked about TOCFL Schedule. ● Mrs. Nihla, a staff, asked about VISA procedure for exchange student.
4 May	Administration	<ul style="list-style-type: none"> ● Coordination with the Trainer about Participant information ● Sending a letter to each high school about the planning to visit. ● Coordination with SMA Muhammadiyah 2 Surabaya.
	Customer Service	<ul style="list-style-type: none"> ● Adinda, a student, asked about Master degree admission and Scholarship information ● Rizky, a student asked about education fair for next event
5 May	Administration	<ul style="list-style-type: none"> ● Prepare ID Card and Certificate Design for Mandarin Teacher Training ● Prepare and coordination with SMA Muhammadiyah about number of student for the visit there ● Coordinate with Mrs. Endang and Prof. Chen about the visit plan during Taiwan Education Showcase
	Customer Service	<ul style="list-style-type: none"> ● Sinta, a student asked about Mandarin Class in Taiwan University ● Endah, A parent, asked about scholarship for culinary program and part time work chance in Taiwan

		<ul style="list-style-type: none"> ● Lusiana, a staff, asked about TOEFL Score for MOE Taiwan scholarship
8 May	Administration	<ul style="list-style-type: none"> ● Sent the Mandarin Teacher Training information to Whatsapp Group ● Coordination with SMA Cita Hati Surabaya and SMA Gloria 2 Surabaya for visit on Taiwan Education Showcase event
	Customer Service	<ul style="list-style-type: none"> ● Cindy, a student, asked about Master Degree admission information ● Tinny, a parent, asked about list of university that provide law major with english full taught for bachelor degree program
9 May	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Taiwan Education Showcase event 2023 for promote 1+4 program of Healthcare Administration in AU. ● Visit SMA Gloria 2 Surabaya and SMA Muhammadiyah 2 Surabaya.
	Customer Service	<ul style="list-style-type: none"> ● Zidan, a student, asked about short course in Taiwan University ● Heru, a parent, asked about TOCFL information
10 May	Administration	<ul style="list-style-type: none"> ● Meeting with Mandarin Teacher Training Trainers about Preparation for Onsite Training

		<ul style="list-style-type: none"> ● Pick up and accompany Prof. Chen to go to airport and go back to Taiwan ● Archiving invoices and update about financial report for May
	Customer Service	<ul style="list-style-type: none"> ● Lily, a parent, asked about Bachelor Degree admission and Mandarin Class in Surabaya ● Theresia, a parent, asked about TOEFL/IELTS Score for bachelor degree
11 May	Administration	<ul style="list-style-type: none"> ● Coordination with Library staff about Mandarin Teacher Training ● Update weekly report ● Update financial report
	Customer Service	<ul style="list-style-type: none"> ● Inge, a parent, asked about Scholarship and TOCFL Information ● Ratna a student asked about MOE Taiwan scholarship information
12 May	Administration	<ul style="list-style-type: none"> ● Visit Library and coordination about Training Class ● Coordination with Trainer to prepare training material book
	Customer Service	<ul style="list-style-type: none"> ● Faizal, a lecturer, asked the information about MOE Taiwan scholarship and university's scholarships.

15 May	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Edit Mandarin Teacher Training Material Book ● Make a fesign of ascension day greeting to post in Instagram of TECSID ● Make a design of proposal for info session
	Customer Service	<ul style="list-style-type: none"> ● Dinda, a student, asked about working and training opportunity in Taiwan ● Heru, a parent, asked about document preparation to apply in Taiwan University
16 May	Administration	<ul style="list-style-type: none"> ● Compile all the trainers powerpoint into Training Material book ● Coordination with University Security ● Update weekly report.
	Customer Service	<ul style="list-style-type: none"> ● Kristanto, a parent, asked about the score of the language certificate for bachelor degree for Mandarin and English program
17 May	Administration	<ul style="list-style-type: none"> ● Design and Print all the participant ID Card ● Send Reminder to participant about Training ● Prepare training Material Data ● Coordination internal for Mandarin Teacher Training 2023

	Customer Service	<ul style="list-style-type: none"> ● Sandra, a student, asked about Mandarin Class in Taiwan University and Visa Information ● Ghea, a lecturer, asked about information dual degree in NTHU.
18 May	National Holiday	Ascension Day of Jesus
	Administration	Pick up Mandarin Teacher Training Trainers at the Airport
19 May	Administration	<ul style="list-style-type: none"> ● Bring all the Onsite Training Material to Library ● Coordination with Trainer about preparation before training day ● Update weekly report ● Coordination with UNAIR Library's staff.
	Customer Service	<ul style="list-style-type: none"> ● Fenny, a parent, asked about Mandarin Class admission in Taiwan University ● Jelita, a student, asked about announcement of MOE Taiwan scholarship update
20 May	Mandarin Teacher Training	Onsite Mandarin Teacher Training Day 1

21 May	Mandarin Teacher Training	Onsite Mandarin Teacher Training Day 1
22 May	National Holiday	Accompany and deliver the trainees to go to airport and go back to Taiwan.
23 May	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with Trainers about Training Material ● Editing all the Training Materials Book
	Customer Service	<ul style="list-style-type: none"> ● Deny, a teacher, asked about Mandarin Class in Taiwan and Training opportunity in Taiwan University ● Yustina a lecturer asked about MOE Taiwan
24 May	Administration	<ul style="list-style-type: none"> ● Share Online Mandarin Teacher Training Material ● Remind the participant about Technical Issue before Online Mandarin Teacher Training ● Meet with supervisor of Airlangga Global Space and introduce about TECSID
	Customer Service	<ul style="list-style-type: none"> ● Sinta, a parent, asked about Tuition Fee in some university in Taiwan ● Winda, a student, asked about International Student Admission and Scholarship information

25 May	Administration	<ul style="list-style-type: none"> ● Coordination with Syauki about preparation for online Mandarin Teacher Training ● Make a list of planning event of TECSID and send it to AGE Unair
	Customer Service	<ul style="list-style-type: none"> ● Almira, a student, asked about Bachelor Degree Admission ● Hilda, a student, asked about Working opportunity for Bachelor Degree student ● Yeremia, a student, asked about language score of Mandarin.
26 May	Administration	<ul style="list-style-type: none"> ● Coordination with Instructor Yang Chung-Yi about opening for Online Mandarin Teacher Training ● Update weekly report ● Update financial report for May 2023
	Customer Service	<ul style="list-style-type: none"> ● Jessica, a student, asked about Admission Announcement date from NDHU and NTHU ● Ega, a student, asked about MOE Taiwan scholarship for 2024 ● Dini, a parent, asked about list universities that provide food science and technology with english taught
27 May	Mandarin Teacher Training	Online Mandarin Teacher Training Day 1

28 May	Mandarin Teacher Training	Online Mandarin Teacher Training Day 2
--------	---------------------------	--