

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

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

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

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

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

	Customer Service	<ul style="list-style-type: none"> <li>● Sandra, a student, asked about Mandarin Class in Taiwan University and Visa Information</li> <li>● Ghea, a lecturer, asked about information dual degree in NTHU.</li> </ul>
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"> <li>● Bring all the Onsite Training Material to Library</li> <li>● Coordination with Trainer about preparation before training day</li> <li>● Update weekly report</li> <li>● Coordination with UNAIR Library's staff.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Fenny, a parent, asked about Mandarin Class admission in Taiwan University</li> <li>● Jelita, a student, asked about announcement of MOE Taiwan scholarship update</li> </ul>
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"> <li>● Update Weekly Report</li> <li>● Coordination with Trainers about Training Material</li> <li>● Editing all the Training Materials Book</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Deny, a teacher, asked about Mandarin Class in Taiwan and Training opportunity in Taiwan University</li> <li>● Yustina a lecturer asked about MOE Taiwan</li> </ul>
24 May	Administration	<ul style="list-style-type: none"> <li>● Share Online Mandarin Teacher Training Material</li> <li>● Remind the participant about Technical Issue before Online Mandarin Teacher Training</li> <li>● Meet with supervisor of Airlangga Global Space and introduce about TECSID</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Sinta, a parent, asked about Tuition Fee in some university in Taiwan</li> <li>● Winda, a student, asked about International Student Admission and Scholarship information</li> </ul>

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

28 May	Mandarin Teacher Training	Online Mandarin Teacher Training Day 2
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