

## WEEKLY ACTIVITIES STATUS REPORT

29 May	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Arrange Mandarin Teacher Training Data and Meeting Attendance Report</li> <li>● Send TOCFL Reminder to TOCFL Participant</li> <li>● update financial report for May and review again for April report.</li> <li>● Send a planning and report activities to UNAIR</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Jason, a student, asked about Business Management in Taiwan University</li> <li>● Almira, a student, asked about Student Visa Information</li> <li>● Mrs. Lia, a parent, asked about MoE Scholarship information.</li> </ul>
30 May	Administration	<ul style="list-style-type: none"> <li>● Check TOCFL Speaker</li> <li>● Coordination with Language Center Staff UNAIR</li> <li>● Update weekly report</li> <li>● make a proposal info session to several universities in East Java and Bali.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Arya, a student, asked about Medical School English Taught in Taiwan University.</li> <li>● Dewangga, a student, asked about update information of VISA for student.</li> <li>● Mrs. Nihla, a parent, asked about TEEP program information.</li> </ul>

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31 May	Administration	<ul style="list-style-type: none"> <li>● Check TOCFL Class</li> <li>● Setting TOCFL Room and arrange seating plan</li> <li>● Make a design of “Hari Lahir Pancasila” day to post on Instagram of TECSID</li> <li>● Make a design of Vesak day greeting post to Instagram.</li> <li>● Preparing logistics of TOCFL needs.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Winda, a parent asked about Mandarin Class in Taiwan University</li> <li>● Dinda, a student, asked about English Department in Taiwan University</li> <li>● Yeremia, a student, asked about universities that provide spring program for bachelor degree.</li> <li>● July W, a parent, asked about scholarship from universities and MoE Taiwan scholarship information.</li> <li>● Mr. Ahmad, a parent, asked about research grant for researchers and lecturers in Taiwan.</li> </ul>
1 June	National Holiday	Pancasila Day Post a greeting online to Instagram of TECSID
2 June	National Holiday	National Holiday
3 June	TOCFL	TOCFL in Surabaya

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5 June	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with Instructor Yang Chung Yi about Mandarin Teacher Training News</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Carolina, a parent, asked about Tuition fee in some Taiwan University</li> <li>● Rina, a teacher, asked about Scholarship for Bachelor Degree</li> </ul>
6 June	Administration	<ul style="list-style-type: none"> <li>● Coordination about TOCFL with proctor</li> <li>● Update financial report</li> <li>● sending proposal for info session</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Winda, a student, asked about Master Degree Scholarship</li> <li>● Rina, a parent, asked about Visa Student information</li> <li>● Julian, a student, asking for announcement of MOE Taiwan Scholarship result.</li> </ul>
7 June	Administration	<ul style="list-style-type: none"> <li>● Prepare Online Mandarin Teacher Training Certificate</li> <li>● update weekly report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Sinta, a student, asked about preparation before departure to Taiwan</li> <li>● Ibu Hana, a parent, asked about announcement result for MOE Taiwan scholarship and also admission result for NCKU</li> </ul>

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8 June	Administration	<ul style="list-style-type: none"> <li>● Coordination with Language Center about Mandarin Class.</li> <li>● Make a design for information graphics for TECSID.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Winda, a student, asked about Mandarin Class in Taiwan University and HES Information</li> <li>● Rinna, a parent, asked about Spring semester and requirement document for bachelor degree.</li> <li>● Bapak Suwandi, a lecturer, asked about VISA for student.</li> </ul>
9 June	Administration	<ul style="list-style-type: none"> <li>● Update and coordination with Ines for financial report.</li> <li>● sending activity planning of TECSID to UNAIR.</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Amanda, a student, asked about Music department in Taiwan University</li> <li>● Sinta, a student, asked about Legalization Procedure</li> <li>● Indah, a student, asked about VISA and medical check up procedure</li> </ul>
12 June	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with internal for next event that handle by TECSID</li> <li>● Sending financial report to Taiwan</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Dessy, a parent, asked about Mandarin Class in Taiwan</li> <li>● Fera, a teacher, asked about Admission for Bachelor Degree</li> <li>● Fandy, a parent, asked about TOEFL score for bachelor degree student to apply study in Taiwan</li> </ul>

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13 June	Administration	<ul style="list-style-type: none"><li>● Coordination with Unair Mandarin Class Teacher</li><li>● contact with Andi to discuss about edu fair in Nusantara.</li></ul>
	Customer Service	<ul style="list-style-type: none"><li>● Ghea, a student, asked about PhD Admission information</li><li>● Kevin, a student, asked about Visa Student and family visit Visa information</li><li>● Wahyuni, a lecturer, asked about MOE Taiwan scholarship student for PhD.</li><li>● Cahya, a student, asked about list of university in Taiwan which listed for LPDP scholarship from Indonesian government.</li></ul>
14 June	Administration	<ul style="list-style-type: none"><li>● Update TECSID website</li><li>● update weekly report</li></ul>
	Customer Service	<ul style="list-style-type: none"><li>● Christian, a student, asked about Legalization procedure</li><li>● Rihanna, a parent, asked about MOE Taiwan scholarship announcement.</li></ul>

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15 June	Administration	<ul style="list-style-type: none"> <li>● Coordination with Language Center about Mandarin Class.</li> <li>● Update weekly report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Revalina, a student, asked about Visa and Legalization Procedure</li> <li>● Sandra, a teacher, asked about Master Degree admission and scholarship information</li> <li>● bagas, a student, asking information for admission to apply study in NCKU.</li> <li>● Seto, a student, asking information about scholarship and admission in NTUST or other universities that provide industrial management program in english full taught for master degree.</li> <li>● Yetty, a parent, asking for TOCFL and TOEFL score for bachelor degree to apply MOE Taiwan scholarship.</li> </ul>
16 June	Administration	<ul style="list-style-type: none"> <li>● coordination with Sienna about jobdesc and next event planning for 2023.</li> <li>● contact to Universitas Negeri Makassar for info session.</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Dinda, a student, asked about Medical department in Taiwan University</li> <li>● Nissa, a student, asked about Scholarship information</li> <li>● Jessica, a parent, asked about announcement result for MOE Taiwan Scholarship.</li> <li>● Budianto, a lecturer, asked about VISA for joining spouse.</li> </ul>

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19 June	Administration	<ul style="list-style-type: none"><li>● Update Weekly Report</li><li>● Contact with TETO Surabaya about MOFA's program scholarship.</li><li>● Coordination for Education Fair in internal.</li></ul>
	Customer Service	<ul style="list-style-type: none"><li>● Cindy, a student, asked about TOCFL information</li><li>● Gerry, a student, asked about Student Visa Information.</li><li>● Jonathan asked about MoE list university and program.</li></ul>
20 June	Administration	<ul style="list-style-type: none"><li>● Make a proposal for info session In Makassar</li><li>● Contact several universities' contact persons for information about Nusantara city.</li></ul>
	Customer Service	<ul style="list-style-type: none"><li>● Hilda, a student, asked about University information in Taipei and Kaohsiung</li><li>● Dinda, a student, asked about Mandarin Class information.</li><li>● Munir asking about guidelines for Moe Taiwan scholarship.</li><li>● Devina, asking about NTUST admission procedure and timeline to apply for doctoral degree program</li></ul>

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21 June	Administration	<ul style="list-style-type: none"> <li>● Coordination with Xinmiao about Mandarin Class</li> <li>● Coordination with Sienna and Andi Azhar about education fair.</li> <li>● Contact to Polytechnic Balikpapan and Pontianak about planning to have education fair.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Theresia, a parent, asked about Bachelor degree information</li> <li>● Amanda, a student, asked about short program in Taiwan university.</li> <li>● Juniar C., A parent, asked about mandarin class in Yogyakarta.</li> </ul>
22 June	Administration	<ul style="list-style-type: none"> <li>● Coordination with Xinmiao about Mandarin Class Report</li> <li>● Coordination with Sienna about education fair on November.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Dani, a student, asked about How to fill Student Visa application Form</li> <li>● Rendy, a Student, asked about scholarship information</li> <li>● Kiki, parent, asked about MoE Taiwan scholarship</li> </ul>
23 June	Administration	<ul style="list-style-type: none"> <li>● Coordination about TOCFL Score report</li> <li>● Update weekly report.</li> </ul>
	Customer service	<ul style="list-style-type: none"> <li>● Fandy, a student, asked about TOCFL information and admission information</li> <li>● Joshua, a student, asked about announcement of MOE Taiwan scholarship result</li> </ul>