Weekly Report

DD&T — WEEKLY REPORT

Digital, Data & Technology · file no later than Sunday by 4:00 PM ET

Name: **Carlos Ramirez**

Group: Digital ☒ Data ☐ Technology ☐ Creative Pod ☐

Week ending: **November 8, 2026**

1 · This week in one paragraph

Took part in the Jira Management Meeting (11/2), the first two Tue/Thu Digital Weekly Syncs (11/3, 11/5) and the Critical Items Evaluation & Remediation review (11/3); ran the Weekly Development Call (11/4). Published minutes for all five in Confluence and filed the outstanding 10/27 minutes. Got the work structure approved with Frank's written concurrence (11/3): one LaMusica Jira space, Product Discovery, an In Review (QA) stage, Expedite, Main and Maintenance swimlanes, the card template and a ~7-week migration plan. Planning for the restructure is done (trees and templates), and I proposed consolidating to 7 projects (OTT and Alexa into Apps). Completed the evaluation and prioritization of findings on live repositories and created 28 remediation cards under TPM-91 (WC-534 to WC-561) for Alberto, plus the HitzMaker shutdown cards (WC-562 to WC-564). Finalized the repository archive list with Alberto (110 repositories, 174 findings, with the archive and restore procedure) and sent it to Frank for approval; archival is tracked on WC-571. Took in Carlos Ovalles' iOS and Android roadmaps through 12/23 as 11 epics and 38 cards. QA'd and released iOS 13.7.8 (iPhone Duo support, Yospace update, SoundStack migration, search improvements for Moments, audio resync after pause, Message Center adjustments, age-rating questions); Android 13.7.7.1158 released the same day. Delivered Frank's two 11/5 requests: the push, SMS and content intake analysis (single intake through HappyFox) and the Stream Central analysis (Google Cloud vs. self-hosted on DigitalOcean). Started the dev/staging environment scope, due 11/11.

2 · Open items

- Jira and Confluence restructure: planning done; continuing per the roadmap (all teams live 12/11, consolidation done 12/18).
- Dev/staging environment scope and cost: build and QA flow drafted; due Wednesday 11/11.
- Repository archive: final list with Frank for approval; archival (WC-571, Alberto) and the Confluence archive log (TPM-189) follow approval.
- Audit remediation: 28 cards with Alberto; Phase 1 (payment center) on hold until about 11/17–18.
- HitzMaker shutdown: Google Play unpublish (WC-562), then APIs and droplet with Alberto (WC-563, WC-564).
- Due dates on In Progress cards: 13 of 22 still without one.

3 · Next week

- Review the dev/staging flow with Carlos Ovalles and Alberto (11/9); scope and cost to Frank Wednesday 11/11.
- Continue the Jira restructure per the roadmap.
- Remind the developers to set due dates; collect them at the 11/11 Development Call.
- Email Marlene to extend the international test campaign; send the VPN and device document to Frank and Jhony; move the updated flowchart into Confluence.
- Contest search (MOB-964): decide how to handle the search position parameter and the Mixpanel impact.
- BigQuery and Looker SWOT and cost; schedule the QA organization meeting with Jhony, Frank and Dennis; start the FAST channel and video products documentation.

4 · Open issues

- HitzMaker Google Play unpublish (WC-562) is waiting on the Google Play release permission.
- Contract and subscriptions spreadsheet: not yet shared.
- The Dash documentation: scope session not yet scheduled.
- Search for Moments: the supporting search improvements shipped 11/6 on iOS and Android; the feature itself is a separate release.
- n8n migration to in-house paused until 3–4 hours a day can be allocated to it.
- Resolved since the last report: card documentation standard (concurred 11/3); Jira user limit (now on Premium); the Jira user list for Design, IT and Social Media is replaced by the HappyFox intake decision.

5 · Suggestions

- Pull app store reviews into a queue with an owner and response rules, so review responses can restart without manual checking.
- Add dedicated QA coverage, even part-time. Releases still go out without phased rollouts because there's no dedicated QA, which puts every store release at full exposure.
- Route in-app bug reports straight into the Jira backlog through the backend, with automatic duplicate checks, instead of the current email-to-card process.

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