DD&T — WEEKLY REPORT

Digital, Data & Technology

Name: **Jose Carbajal**

Group: Digital ☒ Data ☐ Technology ☐ Creative Pod ☐

Week ending: **November 1, 2026**

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1 · This week in one paragraph

This week I finished several important Digital updates and spent time getting my ongoing work organized. I completed the Puerto Rico schedule changes for WMEG and WODA, updating the local livestream PCs and the graphics and schedules in our CMS and Loop. I also worked with Alberto and Yusliel to move our WordPress domains over to the new server and verified the DNS changes were working. Both of those critical items are now resolved. On the content and promotions side, I set up the Calibash 2027 SMS contest, completed the KXOL livestream banner, updated DJ Eddie One's show graphics, and pulled El Vacilón de la Mañana audience numbers for an upcoming sales presentation. I also joined the Jira walkthrough with Carlos and Ricky and started organizing my Digital work into more manageable projects and tasks.

2 · Open items

- **TuneIn Stations and podcasts** (TPM-114, TPM-115, TPM-117): I'm updating podcast RSS feeds and artwork, adding missing shows, and correcting outdated station and programming information.
- **Livestream promotions** (TPM-110, TPM-113, TPM-109): The Calibash banner is finished. I still have the Amor en Vivo banner for WPAT and the Megabash banner for WSKQ to complete.
- **Puerto Rico business listings** (TPM-119, TPM-120, TPM-121, TPM-122, TPM-123, TPM-124): I'm working through the Google Business listings for SBS Puerto Rico, Estereotempo 96.5, Mega 106.9, Z 93, and La Nueva 94.
- **TV schedule** (TPM-144): Preparing and update the November grids for Mega.TV website, including WSBS and national shows.
- **Special broadcasts and contest pages** (TPM-143, TPM-147, TPM-148, TPM-127): I'm preparing the livestream setup for El Vacilón's Premios HEAT coverage and finishing the MegaEstación contest-rules page template, rules to upload, and station-page link and prepare SMS campaign for MegaEstación Contest.

3 · Next week

- Finish the TuneIn podcast and station updates, including RSS feeds, missing shows, and artwork. (TPM-114, TPM-117)
- Complete the two remaining lower-third banners for WPAT's Amor en Vivo and WSKQ's Megabash. (TPM-113, TPM-109)
- Start updating the Puerto Rico Google Business listings. (TPM-119, TPM-120, TPM-121, TPM-122, TPM-123, TPM-124)

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- Update the November Mega.TV grids and continue correcting outdated station schedules. (TPM-144, TPM-115)
- Prepare the Premios HEAT livestream assets, playback endpoint, and CMS schedule; finish the MegaEstación contest-rules updates. (TPM-143, TPM-147, TPM-148, TPM-127)

4 · Open issues

- Migration of our existing WordPress sites to the LaMusica CMS. This will require reviewing the current site structure, identifying the features and functionality that need to be migrated, and coordinating with the development team on the best approach and timeline.

5 · Suggestions

- I would like to receive alerts / notifications when the Live Video Streams have any connection issue or has an outage for a determined period of time. Also for a loss of active SCTE-35 markers for a determined period of time.

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