DD&T — WEEKLY REPORT
Digital, Data & Technology · file no later than Sunday by 4:00 PM ET
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Group: Digital □ Data □ Technology □ Creative Pod □
Week ending: Oct 26 - Nov 1

1 · This week in one paragraph:
This week i worked on new campaigns submitted via happy fox. Created the contests and landing pages and made them live. I had a meeting wit hcarlos and joey and had some basic training on Jira. I've started to document some work already on Jira. I did Newsletters for WXDJ and WRMA. I had a few meetings with aire about a Ford Video campaign. Already documenting that on Jira.I updated a few shows branding and times that have changed. Created artwork for Christmas Wonderland campaign that starts this upcoming week.Also attended many calls with different AE's for questions on their campaigns or for upcoming proposals. Also did internal cleanup on the rows in CMS for Miami stations for events that have passed / expired. Met with Ramin to go over search protocols for enhanced search on lamusica.

2 · Open items
- This week i have the Ford Video Campaign to finish up. We have clear directions now from the last meeting on friday.
- Go Live with the Christmas Wonderland Campaign.

3. Next Week
- Complete the Ford Campaign, upload all access, schedule and go live.
- Upcoming weekly newsletters.
- Need to meet with Carlos about some JIra questions and talk about integrations.
- We have the upcoming weekly dept meeting.
- I have to keep reviewing some dj / show time changes and make sure all assets are accurate across all platforms.
- Take care of all incoming orders for the week.
- Need to contact happy fox support for small issues.
- Follow up with Joey about Mega Estacion ON-AIR contesting rules page CSS status and deploy. Page has already been created.

4. Open Issues
- Did some preliminary searching for possible integrations of wideorbit and happyfox. Might explore API integrations to make the AE's order submitting easier process.
- Contact Happy Fox , i noticed some CSS issues on some forms.
- Talk Mario in sales about his Tmobile Campaign sold. Need to know about the artwork design for the next one.
- Need to finish optimizing my Audience email notifications settings per contest. Some emails need to be updated or removed per market.and add this to jira.

5. Suggestions
    - Work on trying to integrate Happy fox with Jira to not work double.
    - We had previously talked about it but creating the HTML newsletter template from the CMS instead for wordpress would be for effective. However this requires development time from the devs on the CMS for a new section.