**Software Engineer Assessment Task**

**Time Limit: 30 minutes**

**Objective:**

Create a Python script running in Google Colab that converts the provided markdown meeting notes into a well-formatted Google Doc.

**Starting Point:**

- Use the provided markdown meeting notes (below)

- You can store it as a string variable or read from a .md file

**Requirements:**

**1. Google Docs Integration**

- Use Google Docs API

- Implement proper authentication in Colab environment

- Create a new Google Doc programmatically

**2. Formatting Requirements**

- Main title ("Product Team Sync") should be Heading 1 style

- Section headers ("Attendees", "Agenda", etc.) should be Heading 2 style

- Sub-section headers (under Agenda) should be Heading 3 style

- Maintain nested bullet point hierarchy with proper indentation

- Convert markdown checkboxes "- [ ]" into actual Google Docs checkboxes

- Preserve the assignee mentions (@name) with distinct styling (e.g., bold or different color)

- Keep footer information (Meeting recorded by, Duration) in a distinct style

**3. Code Structure**

- Implement proper error handling

- Include basic documentation/comments

- Use meaningful variable names

**4. Deliverables**

- Public GitHub repository link

- README.md with:

\* Brief description

\* Setup instructions

\* Required dependencies

\* How to run in Colab

- Working Colab notebook (.ipynb)

**Evaluation Criteria:**

1. Functionality (Does it work as expected?)

2. Code Quality (Is it well-organized and readable?)

3. Error Handling (Does it handle potential issues gracefully?)

4. Documentation (Are the instructions clear and complete?)

**# Product Team Sync - May 15, 2023**

## Attendees

- Sarah Chen (Product Lead)

- Mike Johnson (Engineering)

- Anna Smith (Design)

- David Park (QA)

## Agenda

### 1. Sprint Review

\* Completed Features

\* User authentication flow

\* Dashboard redesign

\* Performance optimization

\* Reduced load time by 40%

\* Implemented caching solution

\* Pending Items

\* Mobile responsive fixes

\* Beta testing feedback integration

### 2. Current Challenges

\* Resource constraints in QA team

\* Third-party API integration delays

\* User feedback on new UI

\* Navigation confusion

\* Color contrast issues

### 3. Next Sprint Planning

\* Priority Features

\* Payment gateway integration

\* User profile enhancement

\* Analytics dashboard

\* Technical Debt

\* Code refactoring

\* Documentation updates

## Action Items

- [ ] @sarah: Finalize Q3 roadmap by Friday

- [ ] @mike: Schedule technical review for payment integration

- [ ] @anna: Share updated design system documentation

- [ ] @david: Prepare QA resource allocation proposal

## Next Steps

\* Schedule individual team reviews

\* Update sprint board

\* Share meeting summary with stakeholders

## Notes

\* Next sync scheduled for May 22, 2023

\* Platform demo for stakeholders on May 25

\* Remember to update JIRA tickets

---

Meeting recorded by: Sarah Chen

Duration: 45 minutes