Calendar Audit Tool

Summary

The goal of this tool is to enable users to perform a "Calendar Audit".
The purpose of this audit is to help users to track how much time they are spending on meetings, and if they are conducting the right meetings and spending their time on the right goals.

This tool will look at a user's calendar and generate a report detailing the time spent by the user.

Requirements

This tool will work with Google Calendar. It should read the user's primary calendar and generate a report which can be printed to console or displayed on an HTML page or API based.

Focus on how to get the calendar updates as soon as possible, so the user should feel it as instantaneous after making a change in his/her calendar.

Following are some of the metrics that can be shown. You should print at least three of the following metrics. You can consider any additional metrics beyond these as well if time permits.

1. Total time spent in meetings per month for the last 3 months
2. Which month had the highest number of meetings / least number of meetings
3. Busiest week / relaxed week - you can select a threshold of your choice
4. The average number of meetings per week, average time spent every week in meetings.
5. Top 3 persons with whom you have meetings
6. Time spent in Recruiting/Conducting interviews

Resources

Google Calendar Concepts -

https://developers.google.com/calendar/concepts/events-calendars

Google Calendar Events API

https://developers.google.com/calendar/v3/reference/events

Google Calendar Push Notifications API

https://developers.google.com/calendar/v3/push?hl=en

Google Calendar Sample Code

https://developers.google.com/calendar/quickstart/python
https://developers.google.com/calendar/quickstart/js

FAQs

- Do I have to use a specific language or library?
    - Yes, Python/Django/DRF/Postgres and anything else you would like to use with it
    - For Frontend use ReactJS

- Do I need to submit the code anywhere?
    - No - We will conduct a review session where you will be asked to present the tool and review the code.