

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