

Project Meeting Minutes – Part 2

Project Name: Financial & Operational Analysis of U.S. Hospitals Using Provider Cost Report Data (2011–2022)

Date & Time: September 23, 2025 — 10:00 AM

Location: St. Clair College

Meeting Type: In-Person

Attendees

Name	Student ID	Role
Manjunath Muthineni	0878795	Team Leader & Data Integration Lead
Rajesh Thota	0873782	Documentation Lead
Neha	0873038	Finance SME
Abhishek Choudhary	0873460	Data Cleaning Lead
Krishna Chaitanya Venuturumilli	0874277	Visualization & Analytics Lead

Agenda Item 1: Exploring Relevant Datasets

Discussion:

- The team reviewed multiple project topics.
- The Hospital Provider Cost Report dataset from HealthData.gov was selected.
- Dataset contains 117+ features including demographics, financial measures, cost ratios, and geographical data.

Action Items:

Task	Assigned To
Review dataset documentation thoroughly	All Members
Confirm dataset structure suitability for KPIs	Krishna & Manjunath

Agenda Item 2: Task Assignments

Discussion:

- Responsibilities were distributed among group members.
- Manjunath: Data extraction from external sources.
- Neha: Literature review.
- Abhishek & Krishna: Data cleaning and preprocessing.
- Rajesh: Documentation and progress reporting.

Action Items:

Task	Assigned To
Begin research and literature review	Neha
Perform preliminary data quality check	Abhishek & Krishna
Set up shared documentation structure	Rajesh

Agenda Item 3: Dataset Suitability Evaluation

Discussion:

- Dataset meets requirements for capstone analysis.
- Contains categorical, numerical, and geographic data.
- Provides potential for descriptive analysis, comparisons, mapping, and predictive modeling.
- Facility-level granularity supports deeper insights.

Action Items:

Task	Assigned To
Document dataset strengths and limitations	Rajesh
Suggest initial KPI ideas	Krishna

Additional Notes

- Professor advised building strong understanding of dataset before EDA.
- Team agreed to continue exploring dataset structure in preparation for data cleaning.

Next Meeting

Date & Time: September 25, 2025 — 05:00 PM to 06:00 PM

Agenda: Initial data exploration, KPI identification, and cleaning strategy.