

## Project Meeting Minutes – Part 4

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

Date & Time: October 31, 2025 — 11:00 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
Abhishekh Choudhary	0873460	Data Cleaning Lead
Krishna Chaitanya Venuturumilli	0874277	Visualization & Analytics Lead

### Agenda Item 1: Skit Preparation and Role Allocation

Discussion:

- The team finalized the skit outline for the classroom activity.
- Roles were assigned based on members' comfort and presentation flow.
- Team conducted a short rehearsal during the meeting to evaluate timing, clarity, and transitions.

Action Items:

Task	Assigned To
Finalize script and submit final version in WhatsApp	Rajesh
Practice individual lines and ensure smooth delivery	All Members

## Agenda Item 2: Data Cleaning and Quality Review

Discussion:

- Abhishekh presented the progress of data cleaning.
- Missing values, inconsistent formatting, and duplicate rows were addressed.
- Standardized column names and corrected data types.
- Facility address fields, numeric conversions, and outlier checks were reviewed.
- The team agreed to generate a 'cleaned' dataset for EDA use.

Action Items:

Task	Assigned To
Export cleaned dataset to shared folder	Abhishekh
Conduct verification of numerical columns	Neha

## Agenda Item 3: EDA Planning and KPI Framework

Discussion:

- Krishna shared the initial plan for Exploratory Data Analysis.
- Proposed KPIs: Profit Margin, Expense Ratio, Current Ratio, Debt-to-Asset Ratio.
- Team discussed the importance of preparing the dataset for Power BI dashboards.
- Decision made to prepare a 'KPI-ready' dataset after initial EDA.

Action Items:

Task	Assigned To
Create KPI-ready dataset after cleaning approval	Manjunath
Begin preliminary EDA plots in Python	Krishna

## Additional Notes

- Data cleaning is nearing completion and ready for team review.
- Team members will upload all updated files to GitHub before the next session.

## Next Meeting

Date & Time: November 3, 2025 — 11:00 AM

Agenda: Review cleaned dataset, finalize EDA outline, and begin dashboard structure planning.