Project Meeting Minutes – Part 5

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

Date & Time: November 10, 2025 — 11:00 AM (In-Class)

Location: St. Clair College, One Riverside Drive, Room 1001

Meeting Type: In-Person

Attendees

Name	Student ID	Role
Professor Manjari Maheshwari		Faculty
Manjunath Muthineni	0878795	Team Leader & Data Integration Lead
Rajesh Thota	0873782	Documentation & Reporting
Neha	0873038	Research & Methodology Lead
Abhishekh Choudhary	0873460	Data Cleaning & Quality Verification
Krishna Chaitanya Venuturumilli	0874277	Visualization Planning & Design

Agenda Item 1: Faculty & Team Leader Guidance – Use of Power BI

Discussion:

- Team Leader explained that Tableau cannot be used due to version differences and Tableau Public limitations.
- Power BI was confirmed as the standard tool for all dashboards.
- Professor supported this decision and emphasized design consistency.

Action Items:

Task	Assigned To
Continue dashboard development in Power BI	All Members
Use cleaned CSV as unified dataset	All Members
Follow consistent dashboard design	All Members

Agenda Item 2: Dashboard Deliverables (Preliminary + Final)

Discussion:

- Team Leader clarified that current dashboards will be submitted as Preliminary.
- Three dashboards were confirmed:
    1. Financial
    2. Operational
    3. Geographical
- Final submission will include an additional Overall Summary Dashboard.

Action Items:

Task	Assigned To
Finalize preliminary dashboards	All Members
Plan final Overall Summary Dashboard	Krishna & Manjunath

Agenda Item 3: Documentation Updates – Project Charter & BRD

Discussion:

- Professor requested formatting improvements for the Project Charter.
- BRD has been drafted and requires final review.
- WBS is not required for the project.

Action Items:

Task	Assigned To
Apply formatting updates to the Project Charter	Rajesh
Refine BRD	Manjunath
Remove all WBS references	Rajesh

Agenda Item 4: Dashboard Progress

Discussion:

Members provided progress updates:

Member	Responsibility	Status
Manjunath	Dataset preparation, CSV formatting, GitHub structure	Completed
Rajesh	Documentation & reporting	Ongoing
Neha	Financial Dashboard	Preliminary Version Ready
Abhishekh	Geographical Dashboard	Preliminary Version Ready
Krishna	Operational Dashboard	Preliminary Version Ready

Action Items:

Task	Assigned To
Improve dashboard layout and formatting	All Members
Align visuals, slicers, and KPI designs	Krishna & Neha

OUT-OF-CLASS MEETING MINUTES

Date & Time: November 11, 2025 — 5:00 PM

Location: Microsoft Teams Online Meeting

Attendees

Name	Student ID	Role
Manjunath Muthineni	0878795	Team Leader & Data Integration Lead
Rajesh Thota	0873782	Documentation & Reporting
Neha	0873038	Research & Methodology Lead
Abhishekh Choudhary	0873460	Data Cleaning & Quality Verification
Krishna Chaitanya Venuturumilli	0874277	Visualization Planning & Design

Agenda Item 1: Finalization of Documentation

Discussion:

- Team reviewed documentation progress.
- BRD draft completed; Team Leader will refine.
- Project Charter requires final formatting.
- WBS not required.

Action Items:

Task	Assigned To
Refine BRD	Manjunath
Finalize formatting for Project Charter	Rajesh
Compile updated documents	Rajesh

Agenda Item 2: GitHub Collaboration Assignments

Discussion:

- GitHub contribution rules were finalized.
  - Every team member must update README.md and requirements.txt based on their code.
- Dashboard deliverables must be uploaded as PBIX files.
- Assigned tasks:
  * Abhishekh – Upload Data Cleaning code
  * Krishna – Upload EDA code

Action Items:

Task	Assigned To
Follow folder structure on GitHub	All Members
Ensure meaningful commit messages	All Members
Update README and requirements after code pushes	All Members

Agenda Item 3: Next Steps

To Do:

- Push all updated files to GitHub:
  * Data cleaning code (Abhishekh)
  * EDA code + README/requirements updates (Krishna)
  * PBIX dashboards (All Members)
  * Updated Project Charter and BRD
- Complete Preliminary dashboards for submission
- Begin work on Final Overall Summary Dashboard

Meeting Conclusion

Meetings focused on preparing preliminary dashboards, refining documentation, and assigning GitHub responsibilities. With EDA complete, the team is transitioning to collaborative development and final dashboard planning.