

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 |
| Abhishekh 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.
- Abhishekh & 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 | Abhishekh & 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.