Project Meeting Minutes – Part 3

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

Date & Time: October 10, 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: Data Integration Review

Discussion:

- The team reviewed the progress of dataset combination and integration.
- Multiple yearly CMS hospital cost report files were successfully imported.
- Initial row counts and column consistency across years were checked.
- Issues with inconsistent column naming across years were identified.

Action Items:

Task	Assigned To
Continue validating column consistency across years	Manjunath
Document integration approach in shared notes	Rajesh

Agenda Item 2: Missing Values Assessment

Discussion:

- The team analyzed missing values across key variables.
- Significant missingness detected in certain financial fields.
- Discussion held on whether to impute, drop, or derive replacement values.
- Importance of understanding missingness pattern emphasized.

Action Items:

Task	Assigned To
Generate missing value heatmap and summary	Krishna
Prepare a proposal for handling missing data	Abhishekh

Agenda Item 3: Data Cleaning Planning

Discussion:

- Team outlined the upcoming cleaning tasks including:
    * Fixing data types (numeric vs string issues)
    * Removing duplicate records
    * Addressing outlier values in cost-related fields
    * Cleaning facility address and geographic fields
- Standard naming conventions were discussed.

Action Items:

Task	Assigned To
Draft column renaming plan	Rajesh
Identify major outliers needing correction	Neha

Additional Notes

- Team agreed that consistent formatting and data structure are essential before EDA.
- Members will collaborate through the WhatsApp group for updates.
- Next meeting will finalize cleaning strategy and begin preliminary EDA sketches.

Next Meeting

Date & Time: October 15, 2025 — 11:00 AM

Agenda: Finalize cleaning plan, define KPIs, begin preliminary EDA.