**Project Meeting Minutes Template**

**PROJECT NAME: Healthcare cost optimization tool**

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| **Date and Time** | **Location** | **Attendees** |
|  | Zekelman School of Business | Tejashwani, Seun, Nithin and Darshan |
|  | Zekelman School of Business | Tejashwani, Seun, Nithin and Darshan, Nitesh |

**Agenda Items 1:**

* Found the dataset suits the objectives of the project. – Payment and value of care hospital.
* At the end of the meeting, we were able to figure out a dataset Benefits and cost sharing PUF with 1048576 rows and it is suitable for the project.
* Everyone analyzed the data dictionary required for the objectives of the problem statement

**Agenda Item 2:**

* After discussion with the coordinator, she said dataset suits the objectives of the project and we have proceeded to do next step of the process creating data dictionary and data cleaning.
* Shared responsibility for minutes of meeting was assigned to the group members.
* Discussed **Data Assessment and ethical parameters**. Created a Data assessment document which includes data sources, (including source name, data collection method, date of collection), Initial Data Overview (including size of the dataset, type of data, file format), Dataset Features (Identify the dependent and independent variables), Ethical Assessment, Next Steps
* Discussed about the features what are helpful for health care pricing. Discussed the methodology to be used for the project.

**Next Meeting date and time:** 1/10/2024, Starts at 3:00 PM