CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 14th April 2025, at 12:00 pm

Venue: Room No. D210 and Zoom.

Status: Draft.

Participants
Adedayo Akinade
Birhanu Shimelis Girma
Clifford Onyonka
David Vernon, Chairman

Ibrahim Jimoh
Muhammed Danso
Muhirwa Richard
Tsegazeab Tefferi
Yohannes Haile
Eyerusalem Birhan

Apologies
None

1. Approval of the minutes of the last meeting
The participants reviewed the minutes of the previous meeting held on 1st April 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes
Action item 1: Articulate the need for an extension of the knowledge base and share with the team.
This is completed by Tsegazeab.

Action item 2: Update D3.2 software engineering standards to mention Ubuntu 20.04 instead of Ubuntu 18 as the standard OS version
This has been completed by Prof. D. Vernon.

Action item 3: Update milestones to make explicit the need to have a demo with non-integrated software and a demo with software that has passed integration
This has been completed by Prof. D. Vernon.

Action item 4: Update the software and deliverables to subscribe to the compressed camera image
This has been completed by Muhammed and Ibrahim.

Action item 5: Update the software and config files for cultural knowledge base and environment knowledge base software to use camel case and send it to Tsegazeab

This is outstanding and yet to be done by Prof. D. Vernon.

Action item 6: Update the dashboard software to use camel case
This has been done by Eyerusalem

Action item 7: Update task allocations list to add D5.3 Attention Subsystem
This has been done by Prof. D. Vernon.

Action item 8: Update face detection and speech event software to use camel case for consistency across the board
This has been done by C. Onyonka, and Y. Haile.

3.   Progress reports

Prof. David Vernon provided feedback on Tsegazeab's progress report, noting that the README file and installation instructions require updates to reflect current implementation procedures. He emphasized the importance of maintaining comprehensive and accurate documentation as the project progresses.

4.   Remaining deliverables

Prof. David Vernon confirmed that all scheduled deliverable reports have been successfully submitted. He further indicated that he will require a two week period to complete the initial draft of Deliverable D6.1 Use Case Implementation.

5.   Milestones

Prof. David Vernon presented Version 3 of the project milestone document. All team members with assigned responsibilities reviewed and unanimously approved the updated milestone schedule.

6.   Status of submission of software

The team reviewed the current submission status and noted that several software deliverables have not been submitted by their expected deadlines. These include D4.2.4, D5.4.2, D5.4.3, as well as the interim demonstrations for NAOqi Animate Behavior Emulation and Choreograph Welcome Emulation. The team acknowledged these delays and the responsible person will address them accordingly.

7.   Status of Interim and final demonstrations

A revised timeline for both interim and final demonstrations has been proposed and unanimously approved by all responsible team members. The team confirmed that both demonstrations will utilize the alpha and beta software versions currently available in the repository. This adjustment ensures adequate preparation time while maintaining the project's overall delivery schedule.

8.   Sound Detection and the Speech event

A clarification discussion took place regarding the integration between sound detection and speech event nodes, following previous email correspondence between Yohannes and Clifford. The team thoroughly discussed the technical concerns raised, and consensus was reached on the appropriate resolution. Prof. Vernon acknowledged the value of having this discussion with all team members copied on the correspondence, as it ensured transparency and consistent understanding across the project.

9.   Failure Handling

Tsegazeab raised a consideration regarding the potential code modifications required for various nodes during failure handling implementation. Prof. David Vernon provided strategic direction, emphasizing that all failure handling mechanisms should be implemented exclusively on the beta versions of software components after they have completed the initial integration process. This sequencing ensures that alpha versions remain stable during the primary integration phase before additional error-handling capabilities are incorporated.

10.   Any Other Business

Yohannes requested attention to the air conditioning system malfunction in the Lab. Prof. David Vernon committed to contacting Igor regarding this facilities issue, with a resolution expected by the end of the business day.

13.   Date and Time of Next Meeting

The next meeting will be held on Monday, April 21, 2025, in C210 at noon.

End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 12:45 pm.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Update the software and config files for cultural knowledge base and environment knowledge base software to use camel case and send it to Tsegazeab	D. Vernon	18 April 2025
2	Write the first draft of deliverable D6.1 Use Case Implementation	D. Vernon	25 April 2025
3	Contact Igor regarding the air conditioning malfunction in the AI and Robotics lab.	D. Vernon	14 April 2025

Table 1: Action Items