CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 27th October 2025, at 10:00 am
Venue: Room C210.
Status: Draft.

Participants
Assane Gueye
Deogratius Kigude
Birhanu Shimelis Girma
Clifford Onyonka, Chairman
Ibrahim Jimoh
Muhirwa Richard
Yohannes Haile

Apologies
Muhammed Danso
Tsegazeab Tefferi

Clifford Onyonka welcomed the participants to the meeting and the Committee members then discussed all the items of the meeting agenda. Birhanu Shimelis took the minutes. The discussions of the meeting are summarized below.

1.   Approval of the minutes of the last meeting
The participants reviewed the minutes of the previous meeting held on 20th October 2025 and approved them as a true and accurate record of the meeting.

2.   Matters arising from the minutes
Action item 1: Full interactive Lab tour demonstration.
Action: It was done on October 24th, with feedback for further improvement.
Action item 2: Update D6.1 with new enhancements.
Action: Not finished yet. See Action item 1.
Action item 3: Updating the installation manual.
Action: Not finished yet. See Action item 2.
Action item 4: Upload to the website the correct and latest versions of the HRI paper and the Installation manual
Action: Done
Action item 5: Discuss with Ibrahim regarding the migration of the 'Robot Localization' node.
Action: Done
Action item 6: Create a new repository for the ROS2 version of CSSR4Africa
Action: Done

3. Matters arising Progress reports

The Chairman noted that there were no matters arising from the progress reports. All team members are performing their assigned tasks satisfactorily and the project is progressing as expected.

4. Status of tasks, deliverables, and software

The tasks D5.1 Actuator Tests and D4.1 Sensor Tests have been confirmed as accepted. The Chairman will update the task allocation document to reflect the current status of these completed tasks. (See Action Item 3.) No other updates were reported for tasks, deliverables, and software.

5. Status of milestones

Milestone 10, "Full Interactive Lab Tour Demonstration," was completed on October 24, 2025, with feedback provided from Proff. Assane for further improvement. The milestone date will be updated accordingly.

A demonstration for the Upanzi DEC has been scheduled for November 7th, 2025, based on a suggestion from Yohannes.

The Chairman will add a new milestone for an improved Full Interactive Lab Tour Demonstration, incorporating feedback from the previous demo to ensure a smooth demonstration. This milestone is scheduled for November 28, 2025. (See Action Item 4.) The date for the "Functional ROS2 Software for All Nodes" milestone will be updated following the completion and review of the quality assurance and standards document.

6. CSSR4Africa ROS2 system installation manual and scripts, and software standards documentation.

The team discussed the critical necessity of developing comprehensive documentation for the ROS2 system installation manual and scripts, as well as software standards documentation.

It was acknowledged that writing the standards documentation will require considerable time. To facilitate this process, the new ROS2 software engineering standards will be developed by referencing the existing ROS1 software standards authored by Professor David Vernon.

Yohannes will be responsible for writing the new ROS2 software engineering standards. (See Action Item 5.)

Muhammed Danso will be responsible for writing the ROS2 software installation manual. (See Action Item 6.)

9. Any Other Business

GPU Resource Allocation:

Birhanu raised an issue regarding the GPU resources allocated to the robotics lab, which are shared with Professor Prasenjit's research associates. A conflict of interest over the usage of this resource occurred last week. To resolve this, the team decided to implement a usage schedule as follows: Monday to Thursday evening, the resource will be used by the robotics lab team; from Friday morning to Monday morning until normal work hours begin, Professor Prasenjit's research associates will use the GPU. This arrangement will be communicated via email to the responsible parties. (See Action Item 7.)

Draft Paper for 18th International Conference on Social Robotics:

Professor Assane emphasized the value of submitting strong, high-quality papers. He suggested that once the drafts are completed, they should be sent to Professor David Vernon for review before submission. The official Paper Submission Deadline is February 15, 2026.

The team agreed to complete the drafts internally by December 1, 2025, and send them to Professor David Vernon for review in early December. Additionally, by November 3, 2025, the team will discuss how to organize the papers internally.

Enhancement Tracking:
Clifford suggested posting the desirable enhancements on the board in the lab to ensure all enhancements are completed accordingly. The team agreed to this proposal.

10.   Date and Time of Next Meeting
The next meeting will be held on Online, November 03, 2025, in C210 at 10AM CAT.

End of the Meeting
There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 11:00 am.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Update D6.1 with new enhancements	M. Danso	07 November, 2025
2	Updating the installation manual	I. Jimoh	28 October, 2025
3	Update the task allocation document to reflect the current status of D5.1 Actuator Tests and D4.1 Sensor Tests	C.Onyonka	28 October, 2025
4	Add a new milestone for the improved Full Interactive Lab Tour Demonstration scheduled for November 28, 2025	C.Onyonka	28 October, 2025
5	Write the new ROS2 software engineering standards	Y. Haile	07 November, 2025
6	Write the ROS2 software installation manual	M. Danso	07 November, 2025
7	Send an email to communicate the GPU resource usage schedule to Professor Prasenjit's RAs and other responsible parties	B. Shimelis	27 October, 2025

Table 1: Action Items