

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: July 21, 2025
Venue: Room C210.
Status: Draft.

Participants

Birhanu Shimelis Girma, Chairman
Clifford Onyonka
Deogratus Kiggude
Muhammed Danso
Muhirwa Richard
Tsegazeab Tefferi
Yohannes Haile

Apologies

Assane Gueye
Richard Muhirwa

Birhanu Shimelis welcomed the participants to the meeting and the Committee members then discussed all the items of the meeting agenda. These discussions are summarized below.

1. Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on July 14, 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes

Agenda item 1: Failure handling report

Action: Done.

Agenda item 2: Send calendar invites for CSSR4Africa demos to the staff

Action: Done.

Agenda item 3: Update milestones to show updated date for integrated software demos

Action: Done.

Agenda item 4: Internal demo for robot localization

Action: Done.

3. Progress reports.

The meeting attendants agreed that everything was going well.

4. Status of tasks, deliverables, and software.

Integrated text-to-speech and Robot Navigation have been accepted for integration

5. Status of milestones.

Slight adjustments were made to the due dates of two of the milestones. The adjustments are as follows:

Milestone	(Updated) Due Date
All software submitted to GitHub	July 25, 2025
Lab tour demonstration: integrated software	August 1, 2025

Birhanu will update the milestones' due dates. Task has been added to Action item 1.

6. BehaviorTree.cpp Folder issue

After suggestions from team members, Tsegazeab will investigate a way to have the BehaviorTree.cpp library as a system-wide installation as opposed to the current approach which is bundled with the cssr system package.

Task has been added to Action item 2.

7. Deliverable report documents update.

It was noted that anyone making updates to the deliverable documents should create a pull request, when finished, on GitHub to Yohannes.

8. Any other business.

Speech Event demo:

Clifford indicated that he will demonstrate the use of an ASR neural-network model that does key-word spotting for a set of key-phrases that are 'important' for a given scenario. The date is set for July 22, 2025.

Task has been added to Action item 3.

9. Date and time of next meeting

The next meeting will be held on Monday July 28, 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.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Update the status of the milestones with their new due dates	B. Shimelis	July 25, 2025
2	Investigate the approach of having the BehaviorTree.Cpp library as a system-wide installation	T.Tefferi	July 25, 2025
3	Demonstrate the key-word spotting ASR model	C.Onyonka	July 22, 2025

Table 1: Action Items