

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 2nd June 2025, at 01:30 pm (CAT)
Venue: Zoom.
Status: Draft.

Participants

Adedayo Akinade
Birhanu Shimelis Girma
Clifford Onyonka
David Vernon, Chairman
Ibrahim Jimoh
Muhammed Danso
Muhirwa Richard
Tsegazeab Tefferi
Yohannes Haile

Apologies

Eyerusalem Birhan

Guests

Prof. Assane Gueye

1. Introduction and review of agenda

The participants reviewed the minutes of the previous meeting held on 26th May 2025 and approved them as a true and accurate record of the meeting.

2. Minutes of last meeting and matters arising

Action item 1: Update the milestone document to reflect the current status
This was not completed by David Vernon, but discussed under Agenda Item 5 below.

Action item 2: Update the desirable enhancements page on the website wiki
This was not completed by David Vernon, but discussed under Agenda Item 6 below.

Action item 3: Write an email to the team explaining what has been in play regarding the CSSR4Africa project extension to keep everyone abreast

The team was briefed during the meeting about the current update – Prof. Assane Gueye has been formally approved to continue the Project as a PI.

Action item 4: Failure handling report
This is not yet completed by Tsegazeab Tefferi.

3. Matters arising from progress reports

Prof. Vernon flagged the inconsistency in the robotLocalization report. It has been set to review the progress by the end of the week, after which it will be decided if the task needs to be reassigned. A demo of the current status is required to be presented by Ibrahim Jimoh by the end of the week. Also, emphasis was made on the need to submit weekly progress reports by the close of business on Friday and not on Sundays.

4. Status of tasks, deliverables, and software.

All software submission statuses are up to date. Since D5.5.2.1 English Text to Speech Conversion and D5.5.2.3 Kinyarwanda Text to Speech Conversion are functions, their status is to be changed to N/A (see action item 1 below).

5. Status of milestones

The milestones are outdated and will be updated following input from team members (see action items 2-3 below).

6. Status of desirable enhancements

All enhancements to the behaviourController software have been completed. The abandoned enhancements are to be reinstated (see action item 4 below).

7. Deliverable D6.2

A decision has not been made on the evaluation method to be used. A discussion will be held between Prof. Vernon, Adedayo and Mohammed about this subject matter.

8. Failure handling

This item is carried forward and will be submitted this week by Tsegazeab Tefferi (action item 5 below).

9. Any Other Business

No new matter was mentioned.

10. Date and Time of Next Meeting

The next meeting will be held on Monday, June 09, 2025, on Zoom.

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 D5.5.2.1 and D5.5.2.3 to N/A	D. Vernon	6 June 2025
2	Send A. Akinade and D. Vernon an estimate of the date for submission of the software deliverable for roboLocalization for integration	I. Jimoh	6 June 2025
3	Send D.Vernon an estimate of the date for the submission of all integrated software to GitHub	A. Akinade	6 June 2025
4	Reinstate the abandoned enhancements	D. Vernon	6 June 2025
6	Send the failure handling report to the team	T. Tefferi	6 June 2025

Table 1: Action Items