CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 4th February 2025, at 12:00 am
Venue: Room No. C210.
Status: Draft.

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

1.   Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on 27th January 2025 and approved them as a true and accurate record of the meeting.

2.   Matters arising from the minutes

Agenda item 2
Action: Action items from the minutes of the previous meeting were discussed.

Items 1 to 6 were completed by the person responsible to them.

Item 7 is being attended to by prof currently, it is partially done.

All other items were completed.

3.   Github file size concerns

Adedayo presented the options available for the storage of bigger size models. Prof answered we should avoid subscription based storage options because it is going to be a resposibility of an individual to renew it which might not be feasible after the project is completed. Adedayo has added the exploration of using huggingface for the model storage. Prof also added he will explore the availability of more storage space on his website. Yohannes also mentioned the use of google drive as an option. The team has agreed on the exploration of the two options (huggingface and profs website).

4.   Failure handling

Tsegazeab presented four potential approaches for handling failures in action nodes. After discussion, the team agreed to implement the customized approach, where action nodes will be categorized based on functionality and failure handling mechanisms will be implemented for each category. Prof emphasized that this approach provides the right balance of customization while maintaining manageability. Tsegazeab will consult with each node owner regarding their specific failure handling protocols and submit a comprehensive email to Prof by Friday summarizing the findings.

5.   Environment and culture knowledge bases

Prof will complete the specification for environment and culture knowledge base helper classes in D5.4.1. He outlined the approach of converting qualitative survey data into quantitative formats usable by action nodes.

The helper class will facilitate reading subsets of the encoded knowledge base. The team unanimously agreed with this approach.

6.   Any Other Business

Tablet Event

Tsegazeab raised an issue about the tablet event and prof has clarified that ASR is prefered.

7.   Date and time of next meeting

The next meeting will be held on 10th February at 12:00 pm.

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	Write a specification for the environment and cultural knowledge base helper classes.	D. Vernon	7th February 2025
2	Explore model storage option on huggingFace for the models being used in CSSR4A project.	A. Akinade	7th February 2025
3	Explore Profs website for more storage options if possible.	D. Vernon	7th February 2025
4	Consult with node owners about their specific failure handling protocols.	T. Teferi	7th February 2025

Table 1: Action Items