

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: May 19, 2025
Venue: Zoom.
Status: Draft.

Participants

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

Apologies

Birhanu Shimelis Girma
Eyerusalem Birhan

1. Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on May 05, 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: *Not yet done, the report is to be distributed by Tsegazeab to the team this week*

Agenda item 2: Updating and dispersing the robot tour specifications

Action: *Done*

Agenda item 3: Contact Igor regarding the air conditioning malfunction in the AI and Robotics lab

Action: *Done, Igor has communicated that an order for a new device has been placed*

Agenda item 4: Updating Task Allocations to reflect status change of D4.2.1 and D4.2.2

Action: *Done*

Agenda item 5: Update the System Architecture to show the service call made to robot localization's new service, set_pose

Action: *Done*

3. Matters arising from progress reports

No matters arising from the progress reports of May 16, 2025.

4. Status of submission of software

Adedayo, the system integrator, is to check the task allocations list on the CSSR4Africa wiki and confirm that the recorded status of each software module is consistent with its integration status. He should then inform Prof. Vernon of any changes in the status of the software modules that need updating in the task allocations document.

5. Status of achievement of milestones

The CSSR4Africa paper has been submitted to the Proceedings from the 2nd International Workshop on Cultural Robotics, and confirmation from the workshop organizers is being awaited.

6. Interim and final demonstrations

Interim lab tour demonstrations were successfully conducted using non-integrated software, and it was observed that some tweaks to the software still need to be done before the system can perform a seamless lab tour. The team is working towards achieving a seamless lab tour demonstration using integrated software.

7. Deliverable D6.2, and impact on D1.5, D2.4, D3.6, D4.4, D5.6 Use Case Feedback

Adedayo noted that RoSAS can suitably be used for evaluation, and Prof. Vernon agreed to re-visit D6.2 to gauge whether to use RoSAS so as to manage the amount of work that can be done within the remaining 6 weeks.

8. Desirable enhancements

It was noted that most of the desirable enhancements will be achieved in the third year of the project. However, some will be achieved by the end of June. The behaviourController has already been updated so that it does not change overAttention to social mode after establishing mutual gaze with a visitor, and behaviourController will be updated by June to use speech to announce services it is calling.

9. Failure handling

Tsegazeab promised to send the failure handling report to the team within the week.

10. Any Other Business

Status of CMU-Africa's participation in the CSSR4Africa project from July

Prof. Assane may become the person in charge of the project, taking on any outstanding work. Prof. Vernon will therefore ask the CMU-Africa's account that funds the CSSR4Africa project not be closed to facilitate the project from July onwards.

AFRETEC PI meeting

Prof. Pravesh Ranchod (University of the Witwatersrand) will attend the AFRETEC PI meeting, together with Yohannes who will represent CMU-Africa for the CSSR4Africa project.

11. Date and time of next meeting

The next meeting will be held on May 26, 2025 at 12:00PM 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	Failure handling report	T. Tefferi	May 23, 2025
2	Inform Prof. Vernon if the status of any software is to be updated in the task allocation document	A. Akinade	May 23, 2025
3	Decision on whether to use RoSAS for evaluation	D. Vernon	May 23, 2025
4	Send a request to not close CSSR4Africa's accounts, in case Prof. Assane takes charge of the project in July	D. Vernon	May 23, 2025

Table 1: Action Items