CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 18th August 2025, at 10:00 am (CAT)
Venue: (Online) - Zoom.
Status: Final.

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

Apologies
Prof. Assane Gueye
Deogratius Kiggude

The Committee members discussed all the items on the meeting agenda. These discussions are summarized below.

1.   Introduction and review of agenda.
Birhanu Shimles Girma welcomed team members and noted that Prof. Assane Geye and Deogratius Kiggude couldn't attend the meeting. Yohannes Haile took the minutes.

The participants reviewed the minutes of the previous meeting held on 11th August 2025 and approved them as a true and accurate record of the meeting.

2.   Minutes of last meeting and matters arising.
Agenda Item 1: Update the Installation Manual.
   Action: Birhanu has made the necessary updates from his side and passed them to Clifford, who is currently updating the software installation manual.

Agenda item 2: Privacy regarding third-party closed-source LLMs. **Status: Incomplete**

3.   Matters arising from progress reports.
Birhanu asked about whether Tsegazeab is working on the parallel execution of speech and gesture. Tsegazeab responded that he will be working on that part of the enhancement this week.

4.   Status of tasks, deliverables, and software
Robot localization is still undergoing quality assurance and is the only software remaining to be integrated.

5.   Milestones.
B. Shimelis will update the status of the milestone for Lab tour demonstration: integrated software.

6.   Pepper Robot Indaba Demonstration Logistics.
Richard explained the current status of the Pepper Robot Indaba Demonstration. He explained that the organizers have limited space to invite all the members of the CSSR4Africa. Richards will be sending an email or going in person to contact the organizer to invite at least 2 members to be invited for the workshop. In addition, he will be requesting them to send the script needed for the demonstration as well. Birhanu noted that we need to test it at least a day before the Indaba demonstration

Regarding the logistics of moving pepper, Aline has been contacted to facilitate this.

7.   Date and time of next meeting
The next meeting will be held on 25th August 2025 at 10:00 a.m. in Room C210.

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 installation Manual	Team	22 August 2025
2	Privacy regarding third-party closed-source LLMs	A. Gueye	Unspecified
3	Update the project milestone	B. Girma	22 August 2025
4	Clarify Pepper logistics and marketing regarding for Indaba demonstration.	R. Muhirwa	18 August 2025
5	Clarify with the Indaba organizers to invite at least 2 members of the CSSR4Africa team and for the send to send the script needed for demonstration.	R. Muhirwa	18 August 2025

Table 1: Action Items