

Minutes of the CSSR4Africa Team Meeting

Date and Time: 22nd September 2025, at 2:00 pm (CAT)
Venue: (Online) - Zoom.
Status: Final.

Participants

Muhammed Danso, Chairman
Birhanu Shimelis Girma
Clifford Onyonka
Ibrahim Jimoh
Muhirwa Richard
Yohannes Haile
Tsegazeab Tefferi
Richard Muhirwa
Prof. Assane Gueye
Deogratius Kiggude

Apologies

Julius Kanneh

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

1. Approval of the minutes of the last meeting

Muhammed Danso welcomed team members and noted that Julius Kanneh couldn't attend the meeting. Yohannes Haile took the minutes.

The participants reviewed the minutes of the previous meeting held on 15th September 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.

Status: Incomplete

Action: Richard has made the update and made a pull request. Ibrahim will be the next one to update the manual.

Agenda item 2: Putting stickers on every lab item.

Status: Complete

Agenda item 3: Hold a demo with several of the proposed enhancements.

Status: Complete

Agenda item 4: Suggest the ideal microphone to attach to Pepper.

Status: Complete

Action: Prof. Assane will follow up with Finance to make the purchase.

Agenda item 5: Request for 5 adapters for use by the lab. Status: Incomplete.

Action: Prof. Assane will follow up with Finance to finalize the purchase of the chargers.

Agenda item 6: Check laptop chargers on the market.

Status: Complete

Agenda item 7: Demo the improved XTTS to the team and Prof. Assane after the lab tour demo by Tsegazeab.

Status: Incomplete

Action: R. Muhirwa will be showing his demo next week by September 29, 2025.

Agenda item 8: Update the milestone to update the date for the GitHub submissions.

Status: Complete

Agenda item 9: Create a Zoom meeting and add everyone to the upcoming online team meeting on Monday.

Status: Complete

3. Matters arising from progress reports.

Muhammed asked Yohannes about the use of TPU for 3D printing. Yohannes explained he preferred to use that instead of PLA due to the elasticity that could easily fit Pepper's body. Muhammed asked about the navigation progress report, and Birhanu explained that he will be presenting a demo by September 29, 2025. Regarding the microphone, Yohannes asked whether the microphone suggested by Clifford would negatively change the appearance of the Pepper Robot because of its size. Birhanu and Clifford mentioned that this is the microphone that meets our requirements. Robot localization has been integrated. Ibrahim is working on the head scanning for the robot localization node, and Danso mentioned that he could look into the over-attention method to see if he can use his implementation for his robot localization node.

4. Status of tasks, deliverables, and software

Robot localization, the last remaining deliverable, has been integrated. The software installation manual has now been handed to Ibrahim to update it.

5. Milestones.

A full interactive lab tour demonstration will be held on September 30, 2025. This will include the current alpha version of all the software that has been updated. To integrate the LLM, a knowledge base will be created similar to that of the Digital Experience Center, where the Pepper robot, after showing the exhibit, will ask if the visitors have any questions to make the interaction between the visitors and the robot more interactive.

6. Automating demo setup

Julias Kanneh will work on this more, and it will be discussed next week if he is available for the meeting.

7. Any Other Business

Birhanu has shared some venues where he would publish his paper. Muhammed Danso mentioned he will be working on a paper regarding the LLM for his work. Birhanu expressed the need to include everybody on their papers since we are working as a Team. In addition, Prof Assane mentioned that the primary author could be first in the paper, and the rest of the team members could be listed alphabetically. He also mentioned that the rest of the team members should contribute to the papers by actually reviewing the work that has been done, as well as the paper. Ibrahim mentioned that Yohannes should add the author's name for the books found in the Robotics and AI lab. Clifford has mentioned that he will also be working on a paper regarding keyword spotting for ASR.

8. Date and time of next meeting

The next meeting will be held on 29th September 2025 at 10:00 a.m. in Room C210.

9. 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	I. Jimoh	26 September 2025
2	Demo the improved XTTS to the team and Prof. Assane after the lab tour demo by Tsegazeab.	R. Muhirwa	29 September 2025
3	Demo for Navigation	B. Girma	29 September 2025
4	Request for 5 adapters for use by the lab	A. Gueye	Unspecified

5	Check Finances regarding the purchase of the microphones	A. Gueye	Unspecified
6	Add Author to the book list	Y. Haile	26 September 2025

Table 1: Action Items