# CARNEGIE MELLON UNIVERSITY AFRICA

## Minutes of the CSSR4Africa Team Meeting

Date and Time:        1st April 2025, at 12:00 pm
Venue:        Room No. C210 and Zoom.
Status:        Draft.

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

## Apologies
None

## 1.     Approval of the minutes of the last meeting
The participants reviewed the minutes of the previous meeting held on 24th March 2025 and approved them as a true and accurate record of the meeting.

## 2.     Matters arising from the minutes
Action item 1: Fix tables in D5.4.1
This is completed by Prof. D. Vernon.

Action item 2: Fix formatting issues in D5.4.3 and send valid Latex project files for D5.4.2 and D5.4.3 to Prof D. Vernon
This has been completed by Tsegazeab.

Action item 3: Send A. Akinade and D. Vernon an estimate of the date for completion of the software deliverable
This has been done by everyone concerned.

Action item 4: Update the software and deliverables to subscribe to the compressed camera image
This is outstanding and yet to be done by Muhammed and Ibrahim.

Action item 5: Send detailed information on the necessary changes to Prof. D. Vernon
This has been done by Clifford.

Action item 6: Update the workplan and system architecture based on the information provided by Clifford in 5 above
This has been done by Prof. D. Vernon

Action item 7: Send progress reports on the Naoqi Animate Behaviour interim demo
This has been done by Eyerusalem.

## 3.     Progress reports
Prof. D. Vernon mentioned that he has a comment for only Clifford's progress report, and this will be discussed under agenda item 9 Unit tests.

## 4.     Remaining deliverables

Prof. D. Vernon mentioned that all deliverables have been delivered except for D5.5.3 Environment Map Generation. He also added that there are two new deliverables which are the responsibility of Wits, D6.1 and D6.2. And he said that part of D5.4.2 Robot Mission Language will be moved to D6.1 Use Case Implementation which will be written by Prof. D. Vernon. The team agreed that D6.2 Use Case Evaluation will be written later after evaluations are completed in June perhaps.

## 5.     Software: dates of initial submission

Prof. D. Vernon asked if everyone is happy with the assigned dates, and Clifford suggested that the date for D4.3.2 be moved from 30th March to 7th April to which Prof. D. Vernon agreed. The rest of the team are happy with the dates. Muhammed noted that D5.3 Attention Subsystem is missing from the task allocations list. Prof. D. Vernon acknowledged this and agreed to update the list.

## 6.     Key name conventions for configuration keys: camel case, snake case, or pascal case

Prof. D. Vernon suggested that the naming of keys in configuration and data files should be kept consistent throughout the software. The team agreed on this and decided to continue with camel case. The team also acknowledged that services and topics use snake case as stipulated in the standards manual. Everyone agreed that this is used consistently throughout and, thus, the team agreed to leave these as they are.

## 7.     Interim demonstrations

Prof. D. Vernon noted that his understanding of the progress reports is that the xml file specifications for the interim demos are done and now need to be tested with the behavior tree controller node, Birhanu confirmed that this is the case. The team agreed that the interim demos can use the alpha version of software before they are integrated into the repository. But the final demos will use software that has been integrated.

## 8.     Milestones

Prof. D. Vernon noted that the lab tour demonstration date is in two weeks and that Muhammed is responsible for this. Tsegazeab highlighted that there is some concurrency issues noted during the last demo in December which still exist, and Prof. D. Vernon pointed out that the demos are not meant to be perfect and so this should not stop the demos.

## 9.     Unit tests

Prof. D. Vernon mentioned that automated tests might be the best practice but the standard practice for the cssr4Africa project is manual tests. The team agreed to stick to the standard practice as any deviation may add an extra overhead on the limited time.

## 10.     System integration and system tests

To be discussed in the next meeting.

## 11.     Failure handling

Failure handling is on hold, awaiting Robot Mission Language (D5.4.2) to be completed first before it is resumed.

## 12.     Any Other Business

*No item was mentioned.*

## 13.     Date and Time of Next Meeting

The next meeting will be held on Monday, April 7, 2025, in C210 at noon.

## End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 12:45 pm.

## Action items following the meeting of the CSSR4Africa project

| Action | Action description | Responsible | Completion date |
|---|---|---|---|
| 1 | Articulate the need for an extension of the knowledge base and share with the team | T. Tefferi | 4 April 2025 |
| 2 | Update D3.2 software engineering standards to mention Ubuntu 20.04 instead of Ubuntu 18 as the standard OS version | D. Vernon | 4 April 2025 |
| 3 | Update milestones to make explicit the need to have a demo with non-integrated software and a demo with software that has passed integration | D. Vernon | 4 April 2025 |
| 4 | Update the software and deliverables to subscribe to the compressed camera image | M. Danso, I. Jimoh | 4 April 2025 |
| 5 | Update the software and config files for cultural knowledge base and environment knowledge base software to use camel case and send it to Tsegazeab | D. Vernon | 4 April 2025 |
| 6 | Update the dashboard software to use camel case | E. Birhan | 4 April 2025 |
| 7 | Update task allocations list to add D5.3 Attention Subsystem | D. Vernon | 4 April 2025 |
| 8 | Update face detection and speech event software to use camel case for consistency across the board | C. Onyonka, Y. Haile | 4 April 2025 |

Table 1: Action Items