Carnegie Mellon University Africa

Minutes of the CSSR4Africa Team Meeting

Date and Time: October 6, 2025, at 10:00 am (CAT)
Venue: Room No. C210.
Status: Final.

Participants
Birhanu Shimelis Girma, Chairman
Clifford Onyonka
Ibrahim Jimoh
Yohannes Haile
Tsegazeab Tefferi
Prof. Assane Gueye
Deogratius Kiggude

Apologies
Julius Kanneh
Richard Muhirwa
Muhammed Danso

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
Birhanu Shimelis welcomed team members and noted that Julius, Muhammed, and Richard couldn't attend the meeting. Yohannes Haile took the minutes.

The participants reviewed the minutes of the previous meeting held on 29th 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: Full integrated demo.
Status: Incomplete
   Action: It is scheduled to have the Full integrated demo by Friday, October 10, 2025, at 9:00 a.m.

Agenda item 2: Update the milestone document.
Status: **Complete**

Agenda item 3: Update D6.1 with new enhancements.
Status: Incomplete

Agenda item 4: Assign Animate Behavior to one of the team members.
Status: Incomplete
   Action: We will have an internal meeting with the team members on October 07, 2025.

Agenda item 5: Decide on whether to use Ubuntu 22 or Ubuntu 24 for ROS 2.
Status: Complete.

Agenda item 6: Request for transport to IRCAD from Aline.
Status: Complete

Agenda item 7: Get a list of students who'll join the trip to IRCAD.
Status: Complete

3. Matters arising from progress reports.

Richard will be discussing TTS implementation when he comes to the lab regarding the issues he is facing with the chunking of speech generated.

4. Status of tasks, deliverables, and software

Updating the task allocation regarding the assigned individual (specifically for the open-source repository). The actuator and sensor tests have been submitted, awaiting feedback from the system integrator.

5. Milestones.

The milestone has been updated by adding more tasks.

6. Automating demo setup

Julias Kanneh couldn't attend the meeting due to a scheduled conflict with his class. Prof. Assane recommended that someone else take on the task as the semester progresses and students become busier. The teams said they will discuss it internally and select a team member who will work on the task. Tsegazeab has offered to take on the task.

7. Any Other Business

Prof Assane asked about how the Pepper robot interacts with two individuals who are speaking simultaneously. Team members explained that the current implementation is limited to checking whether mutual gaze is established or not to determine whether to interact with the robot. Currently, there is no way to separate the two speeches, but we will be working on this in the future once we have the basics working. Birhanu asked about the status of the contracts. Prof Assane mentioned he will be talking to HR to extend the contracts. Yohannes asked whether the purchase of the microphone could be added to the CMU-Africa Procurement form together with laptop chargers, and he agreed to it.

8. Date and time of next meeting

The next meeting will be held on 13th October 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	Fully integrated demo.	Team	10 October 2025
2	Update D6.1 with new enhancements.	M. Danso	10 October 2025
3	Assigning Animate Behavior, an open-source software Repository, and automating demo setup to team members.	M. Danso	07 October 2025
4	Asking HR about the extension of the contract.	A. Gueye	06 October 2025

Table 1: Action Items