CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 07ᵗʰ July 2025, at 12:00 pm
Venue: Room No. B209.
Status: Final.

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

Apologies
Richard Muhirwa

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 Richard Muhirwa was unable to attend the meeting due to illness. Yohannes Haile took the minutes.

The participants reviewed the minutes of the previous meeting held on 07ᵗʰ April 2025 and approved them as a true and accurate record of the meeting.

2.   Minutes of last meeting and matters arising.
Agenda item 1: Send the failure handling report to the team.
   Action: Tsegazeab hasn't submitted the failure report by 27ᵗʰ June 2025. **Status: Incomplete** (to be sent 14ᵗʰ July 2025).

Agenda item 2: Update task allocations to show D4.2.4 submitted. **Status: Completed**
Agenda item 3: Update milestones to show Milestone 5 has been met. **Status: Completed.**
Agenda item 4: Submit Deliverable D8.1 Progress Report for Period 4. **Status: Completed.**
Agenda item 5: Submit individual progress reports weekly. Status: (to be continued with Prof. Assane).

3.   Matters arising from progress reports.
Team members have noted there wasn't any work done for the last week (i.e., June 30, 2025 – July 07, 2025). But Birhanu noted about the usage of version control (i.e., GitHub) for the Deliverable report mentioned by Yohannes' July 28, 2025, report, which is discussed (see Task allocation and GitHub-related issues).

4.   Status of tasks, deliverables, and software
Due to the departure of Eyerusalem Birhan and Adedayo Akinade, Tsegazeab has taken the responsibility from Muhammed for Task D3.3 Software Installation Manual. Consequently, responsibility for the system demonstrations, from 1 July 2025. Clifford will be taking on responsibility from Adedayo for Task D3.5 System Integration and Quality.

5.   Milestones.
Some of the milestone dates need to be updated. Hence, Clifford agreed to give us an estimate for the completion of the software integration by July 18, 2025, and mentioned that he will be reviewing the current status of all the software submissions. In addition, D4.2.4 Robot localization is still an ongoing task despite the software being submitted. Ibrahim will discuss with Prof Assane how he will proceed for the remainder of the CSSR4Africa Project. The two remaining milestones are: Milestone 6, all software submitted to GitHub, and Milestone 7, Lab tour demonstration.

6.   Status of desirable enhancements.
Beyond the enhancements highlighted in the D6.2 User Evaluation, Yohannes has identified migrating our ROS nodes from ROS 1 to ROS 2 as a desirable improvement. In his tests, ROS 2 delivered markedly smoother actuator control—head-joint motions are far less jerky, which is essential for implementing a subtle bow. Our current ROS 1 implementation also causes Pepper to bend unnaturally at the waist when navigating between exhibit points; under ROS 2, navigation is noticeably more stable, without unwanted waist rotations. Moreover, since ROS 1 Noetic has reached its end of life, this migration not only boosts performance but also ensures long-term support and maintainability. Birhanu Shimelis Girma will take the responsibility of adding this enhancement for D6.2.

7.   Task allocation and GitHub-related issues.
Yohannes discussed the use of GitHub for updating the deliverable report. Mentioning that the usage of the devel branch is for team members to make pull requests. Then, the owner of the Deliverable report (i.e., Birhanu Shimelis Girma) will review the Deliverable report if it passes and push it to the main branch. Clifford suggested that team members fork the Deliverable report GitHub repository so that they can make the necessary changes with their repository and make a pull request for review.

8.   Demo coordination for the selected staff.
Team members discussed a possible date for the Demo presentation of the Lab Tour, and the team has decided to select two days, one from this week and another one next week, and send an email to Prof Assane, Vicky, Giselle, Esther, Irene, Nancy, Lenah Chacha, and Deo Kiggude. The selected staff will choose one of the two dates based on their availability for demo presentation.

9.   Failure handling.
Team members have asked Tsegazeab when he will submit the Failure handling report. He responded that he will finish it before 14 July 2025.

10.   Any Other Business
Birhanu asked how the spin-off project and the CSSR4Africa project will progress since some of the team members have left (i.e., Adedayo and Eyerusalem), and other team members (i.e, Yohannes and Muhammad) have joined the Upanzi spin-off project. Prof Assane mentioned that the Upanzi team members will work in parallel with the CSSR4Africa project since the two projects are interrelated. Yohannes has asked about the purchase of the materials needed for the Digital Experience Center Tour (DEC). Prof Assane mentioned discussing this with Lenah about the purchase of these items. Tsegazeab asked how we are going to send a report regarding the standard of reporting set for the Upanzi lab. Prof Assane mentioned that we will keep the same type of reporting we used before for the CSSR4Africa, but team members will be copying and pasting to a spreadsheet that the project managers use to track the project weekly. They will be sending their report to Prof Assane, cc'ing Lenah Chacha (lchacha@andrew.cmu.edu) and Deo Kiggude(dkiggude@andrew.cmu.edu). In addition, the team will be attending the Monday meeting and the Friday Upanzi lab meeting as well. The team discussed a change of meeting, and the team, including Prof. Assane, has agreed to a 10:00 a.m. meeting time from next week onwards. The Upanzi team will have a meeting regarding the plan for the Spin-off project at the Digital Experience Center.

11.   Date and time of next meeting
The next meeting will be held on 14th July 2025 at 10:00 a.m.

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	Send the failure handling report to the team	T. Tefferi	14 July 2025
2	Moving the Deliverable report to GitHub	Y. Haile	14 July 2025
3	Send a calendar invite for Prof. Assane for the Monday meeting.	B. Girma	08 July 2025

| 4 | Select dates for the lab demonstration and send an email to the selected staff. | B. Girma | 08 July 2025 |
| 5 | Discussing the collaboration of Wits in the CSSR4Africa project with Prof Vernon. | A. Gueye | 14 July 2025 |

Table 1: Action Items