

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 03rd March 2025, at 12:00pm
Venue: Room No. C210.
Status: Draft.

Participants

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

1. Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on 18th February 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes

Agenda item 1 Update the CSSR4Africa email across all resource with the newly created email for homogeneity
Action: One of the responsible people, Adedayo Akinade, has completed this process for the HuggingFace platform, and the other responsible person, Prof. David Vernon, will complete this process for the GitHub platform by the end of the current week (07th March 2025).

Agenda item 1 Update the software installation manual to reflect changes to be made by Prof. David Vernon
Action: The responsible person, Muhammed Danso, is yet to complete this task but has promised to complete it by the end of the current week (07th March 2025).

3. Culture knowledge base

The person responsible, Prof. David Vernon, has already completed working on the deliverable document (D5.4.1) and uploaded it to the CSSR4Africa website. The software section is also complete and has been sent to the system integration team for integration. Part of the ROS nodes that will use the knowledge base are text-to-speech and speech event, which will use the knowledge base to determine the language to configure their respective ROS nodes to operate in.

4. Environment knowledge base

The person responsible, Prof. David Vernon, will complete the deliverable document today, 03rd March 2025. The software section will be completed by the end of the current week, and therefore making the helper class for interacting with the knowledge base file available for use by the behaviour controller by the end of the current week, 07th March 2025.

5. Interim demonstrations

One of the people responsible for this, Birhanu Shimelis, noted that the scenario definition has been completed. However, progress has been paused till the user manual in D5.4.2 gets completed.

6. Collaboration on Robotics and Automation at Deep Learning Indaba in Kigali, Rwanda

Prof. David Vernon sent an email to the organizer of this workshop, informing him of the students who have shown an interest in participating in the workshop and requesting for further instructions on how to proceed.

7. CMU-Africa robotics email address

The CMU-Africa robotics email address (africa-robotics@andrew.cmu.edu) is up and running, and will be used consistently across all CSSR4Africa platforms for persistence of the CSSR4Africa project even when handing over the project to other maintainers.

8. Failure handling

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

10. Any Other Business

Professional practice

Prof. David Vernon reminded the Research Associates and Research Assistants to go through the summer internship induction briefing materials once again, emphasizing that timely submission of progress reports at the end of each week needs to be maintained, and agenda to be tabled for the weekly Monday meetings needs to be tabled at least two days prior (on the Friday of the preceding week). He also emphasized the need to maintain a professional attitude, rather than a student's attitude, when working as Research Associates and Research Assistants.

11. Date and time of next meeting

The next meeting will be held on 10th March 2025 at 12:00pm.

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	Use the CMU-Africa robotics email on Github	D. Vernon	7 th March 2025
2	Update the software installation manual to reflect changes to be made by Prof. David Vernon	M. Danso	7 th March 2025
3	Environment knowledge base in D5.4.2 deliverable document	D. Vernon	3 rd March 2025
4	Environment knowledge base helper class	D. Vernon	7 th March 2025

Table 1: Action Items