# CARNEGIE MELLON UNIVERSITY AFRICA

## Minutes of the CSSR4Africa Team Meeting

Date and Time:          26th May 2025, at 12:00pm
Venue:                  Zoom.
Status:                 Draft.

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

### Apologies
Clifford Onyonka

## 1.    Approval of the minutes of the last meeting
The participants reviewed the minutes of the previous meeting held on 19th May 2025 and approved them as a true and accurate record of the meeting.

## 2.    Matters arising from the minutes
Agenda item 1 Failure handling report
*Action: Not yet done, still pending.*

Agenda item 2 Update the status of software submission in the task allocation document
*Action: Done.*

Agenda item 3 Decision on whether to use RoSAS for evaluation
*Action: A decision haven't been made, and it'll be deferred until the last evaluation.*

Agenda item 4 Request to not close CSSR4frica's accounts
*Action: Done. Email was sent out and all relevant persons were copied to the mail.*

## 3.    Matters arising from progress reports
No matters arising from the progress reports.

## 4.    Status of submission of software
The status of submission of software document was reviewed and has been updated to reflect the current status of all software submission.

## 5.    Status of Milestone
The milestone document was reviewed, noting the milestones that have been completed and the ones yet to be completed. The milestone document will be updated to reflect the current status of what has been done and what is pending.

## 6.    Proceedings from the 2nd International Workshop on Cultural Robotics

Prof. Vernon has recieved a confirmation email feedback from the workshop organizers after submission of the CSSR4Africa paper.

## 7.    Afretec PI Meeting CSSR4Africa Abstract

The Afretec PI Meeting will hold between 2 - 4 June, 2025 and will be attended by Prof. Pravesh with Yohannes also representing as a research associate.

## 8.    behaviorController and behaviorControllerTest

Prof. Vernon, Tsegazeab, and Adedayo discussed extensively via email on the approach to be taken with the behaviorControllerTest. The behaviorControllerTest support node determines the test to be carried out by traversing the behaviorController tree. This led to the introduction of a lot of configuration parameters which was considered not to be ideal. To proceed forward, it was agreed to have a unit test instead (not a system test) and then decide which part of the behavior tree to test in order to make the test more transparent.

## 9.    Desirable Enhancements

The desirable enhancements were reviewed by the team to identify which has been done and the ones left to be done. After the review, the desirable enhancements page will be updated on the website to reflect the current status.

## 10.    Failure Handling

This task is still pending while awaiting the failure handling report.

## 11.    Any Other Business

*Upanzi spinoff of the CSSR4Africa project*
Prof. Vernon noted that two RAs, Yohannes and Danso have been selected for the spinoff project to be supervised by Prof. Assane Gueye.

*Extending the CSSR4Africa project and project fund*
Prof. Vernon noted he sent out an email and copied relevant persons, to make known that two RAs will be retained, and also asked if funds can be found to retain the other RAs.

*Ibrahim and Clifford contract extension*
Prof. Vernon noted that Irene has agreed to confirm the extension of their contracts as research associates for the month of June.

## 10.    Date and time of next meeting

The next meeting will be held on 2nd June 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 | Update the milestone document to reflect the current status | D. Vernon | 30 May, 2025 |
| 2 | Update the desirable enhancements page on the | D. Vernon | Completed |

| | website wiki | | |
|---|---|---|---|
| 3 | Write an email to the team explaining what has been in play regarding the CSSR4Africa project extension to keep everyone abreast | D. Vernon | Not specified |
| 4. | Failure handling report | T. Tefferi | Not specified |

Table 1: Action Items