

# CARNEGIE MELLON UNIVERSITY AFRICA

## Minutes of the CSSR4Africa Team Meeting

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Date and Time: 12 January 2026, at 10:00 am (CAT)  
Venue: Room C210.  
Status: Final.

### Participants

Clifford Onyonka  
Deogratius Kiggude  
Ibrahim Jimoh  
Muhammed Danso  
Muhirwa Richard  
Tsegazeab Tefferi, Chairman  
Yohannes Haile  
Assane Gueye

### Guests

David Vernon

### Apologies

Lenah Chacha  
Birhanu Shimelis Girma

### 1. Approval of the minutes of the last meeting

The participants did not review the minutes of the previous meeting held on 15<sup>th</sup> December 2025 and approved them as a true and accurate record of the meeting.

### 2. Matters arising from the minutes

Action item 1: Update milestones to change expected date of the draft papers  
This is completed and up on the website.

Action item 2: Report to the team on deictic gesture options  
Not discussed.

Action item 3: Update the ROS nodes to include file logging  
Not discussed.

Action item 4: Update D6.2 to include the file logging  
This is done.

### 3. Matter arising from progress reports

No matters were raised from the progress reports.

### 4. Status of tasks, deliverables, and software

There is no software currently pending or going through QA.

### 5. Status of milestones

The team held a demo for the full interactive tour and completed that milestone. The milestone for the three draft papers is not met, and the teams are unsure if they can meet the February 15 submission deadline. Therefore, the teams have been advised to focus on producing good quality papers and then match them to a relevant journal. However, each team shall create a timeline with milestones to monitor progress.

#### **6. Hand selection in deictic gesturing**

The information for which arm to select will be included in the cultural knowledge base. The gesture execution node implementation will remain as is, it will have the option to perform deictic gestures with the left arm, right arm, or either.

#### **7. Embedding cultural cues in missions**

Each node owner will go through the list of cultural norms and identify which ones affect their node. They will then prioritize on which ones to implement based on their relevance and the difficulty of the task.

#### **8. Spring plans for CSSR4Africa and DEC**

Each team member gave a short presentation of their planned tasks and priorities for the final phase of the project. The team discussed that for the receptionist use-case scenario the robot will not navigate around the campus, instead the robot will be stationary and interact with visitors through a Q/A.

#### **9. Any Other Business**

Prof. Vernon highlighted that the 4<sup>th</sup> and 5<sup>th</sup> project reports for CSSR4Africa are not on the wiki webpage, these need to be uploaded by the web administrator. Prof. Vernon also advised that the team start writing the 6<sup>th</sup> and final project report given the amount of work it takes to complete it. The 6<sup>th</sup> report should highlight the work done outside the scope of CSSR4Africa, for DEC for example, and the work that couldn't be completed and make it clear that contribution from Wits was lacking. The team will continue to hold weekly demos to show progress.

#### **10. Date and Time of Next Meeting**

The next meeting will be held on Monday, January 19, 2026, at 10:00am.

#### **End of the Meeting**

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 11:00 am.

#### **Action items following the meeting of the CSSR4Africa project**

<b>Action</b>	<b>Action description</b>	<b>Responsible</b>	<b>Completion date</b>
1	Review 5th project report	everyone	January 16, 2026
2	Send timeline for paper with milestones	Yohannes, Clifford, Birhanu	January 16, 2026
3	Send a brief on tasks planned for the next 4-6 months	All node owners	January 13, 2026
4	Demo	Tsegazeab	January 16, 2026
5	Present a list of identified cultural norms from survey results	Tsegazeab	January 16, 2026