

Minutes of the CSSR4Africa Team Meeting

Date and Time: 8th December 2025, at 10:00 am

Venue: Room No. C210.

Status: Final.

Participants

Clifford Onyonka, Chairman

Assane Gueye

Deogratius Kigude

Birhanu Shimelis Girma

Muhirwa Richard

Tsegazeab Tefferi

Yohannes Haile

Apologies

Muhammed Danso

Ibrahim Jimoh

Clifford Onyonka welcomed the participants to the meeting and the Committee members then discussed all the items of the meeting agenda. Muhirwa Richard took the minutes. The discussions of the meeting are summarized below.

1. Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on 1st December 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes

Action item 1: Give team access to the CMU IoT network.

Action: It has been dropped.

Reason: Yohannes will request for the details once he needs them.

Action item 2: Developing a single launch code for all the ROS Nodes.

Action: Not finished yet.

Action item 3: Remove the Functional ROS2 software for all nodes milestone from the CSSR4Africa document.

Action: Done.

Action item 4: Update the Draft paper for 18th International Conference on Social Robotics milestone to December 15th.

Action: Done.

Action item 5: Figure out how to achieve the ROS service based synchronization.

Action: Not finished yet.

3. **Matters arising Progress reports**

There is an ongoing internet issue with the CMU network. In his weekly progress report, Clifford noted that the network has been very slow when downloading Python packages from PyPI (the Python Package Index). This problem has persisted for the past two weeks, and others have reported similar issues in recent days. To address this, Prof. Assane advised Clifford to speak with Johnson about the matter to see whether a solution can be found.

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

Yohannes has created GitHub repository branches: a development branch for demo purposes, a main branch for software that has completely passed quality assurance, and a feature/action_behavior_controller branch for the ROS action-based behavior controller code.

5. **Status of milestones**

For the “Draft Paper for the 18th International Conference on Social Robotics” milestone, work on the papers has begun, and each paper is now in its first-draft stage. There will be three papers for the conference: one on speech and gesture synchronization being prepared by Clifford, another on culturally sensitive social navigation being prepared by Birhanu, and a third on overt attention being prepared by Yohannes and Danso. Other team members are also contributing to these papers.

6. **CSSR4Africa Tuesday demo**

The Tuesday demo is expected to take place with all nodes integrated into the full interaction pipeline. Tsegazeab stated that the expected improvements to be showcased in this demo include a lab tour with fully functional navigation and the robot being able to respond fluently to questions when asked.

7. **Failure handling document reviews**

The deadline for the failure-handling reviews has passed, and Tsegazeab has given the go-ahead to begin implementation.

8. **Any Other Business**

Deogratus mentioned that there will be a lab visit on Friday, December 12th, by Women in Tech, and the exact time will be communicated in the coming days. He also asked about the document he shared with the CSSR4Africa team for adding content. Team members responded that several professors are working on AI projects, and it is challenging to compile all of them together. Clifford then suggested whether it would be possible to separate the robotics content from the AI content.

9. **Date and Time of Next Meeting**

The next meeting will be held on December 15, 2025, at 10:00 a.m. in Room C210.

End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 10:31 am.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Talk to Johnson about the internet issues when downloading python packages	Clifford.	12 December, 2025
2	Developing a single launch code for all the ROS Nodes.	Tsegazeab, Muhammed, and Ibrahim	12 December, 2025
3	Figure out how to achieve the ROS service based synchronization	Tsegazeab	12 December, 2025

Table 1: Action Items