CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 25th August, 2025
Venue: Room No. C210.
Status: Draft.

Participants
Birhanu Shimelis Girma, Chairman
Clifford Onyonka
Muhammed Danso
Tsegazeab Tefferi
Yohannes Haile

Apologies
Assane Gueye
Deogratius Kiggude
Ibrahim Jimoh
Lenah Chacha
Muhirwa Richard

1.   Introduction and review of agenda
The participants reviewed the minutes of the previous meeting held on 2025/08/18 and approved them as a true and accurate record of the meeting.

2.   Minutes of last meeting and matters arising
Agenda item 1: Update the installation manual
Action: This action item is ongoing, Tsegazeab Tefferi is currently updating it with the behaviour controller installation steps.

Agenda item 2: Privacy regarding third-party closed source LLMs
Action: This action item is ongoing, Prof. Assane Gueye will communicate with the school's IT department to understand the policy around use of closed source LLMs like those offered by OpenAI.

Agenda item 3: Update the project milestones
Action: Done.

Agenda item 4: Clarify Pepper logistics and marketing regarding for Indaba demonstration
Action: Done.

Agenda item 5: Clarify with the Indaba organizers to invite at least 2 members of the CSSR4Africa team and for them to send the script needed for demonstration
Action: Done.

3.   Matters arising from progress reports
No matters were discussed under this agendum.

4.   Status of tasks, deliverables, and software
Robot localisation is still in the process of integration, and the system integrator is working hand in hand with Ibrahim Jimoh to complete this task.

5.   Status of milestones
The milestone for having all software integrated into the CSSR4Africa repository has been set to be concluded by 29th August, 2025. Robot localisation is the only software that is currently yet to be integrated.

6.   Real-sense camera installation manual

Software tools necessary to access the Real-sense camera are yet to be documented, together with the configuration necessary to access the NVIDIA Jetson to which the camera is connected. It was decided by the team that it is best to document all these within a sub-section of the system installation manual, rather than this information having to reside separately in each and every README.md file of all ROS nodes that need access to the Real-sense camera.

7.   Missing resources from the lab

Some items are missing from the robotics lab, including some of the CSSR4Africa laptop chargers and some books from the robotics lab bookshelf. To address this, the team agreed to always lock the lab door at all times when exiting from the lab, and ensuring that books are read within the lab rather than packing them and taking them home. This information will also be communicated to non-CSSR4Africa members who share the robotics lab, and other students who pass by the lab. Birhanu Shimelis will also send an email to users of the robotics lab to inform them of these resolutions, while appealing for a return of items taken from the lab.

8.   Selecting next project manager

Birhanu Shimelis will be concluding his period of service as project manager on Friday 29th August, 2025. The team selected Muhammed Danso as the next project manager to take over from Birhanu Shimelis on 29th August, 2025, in preparation for the next meeting on 1st September, 2025.

9.   Any Other Business

No other business was discussed.

10.   Date and time of next meeting

The next meeting will be held on 2025/09/01 at 10:00am in room C210.

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 project milestones to show date for 'all software integration'	B. Girma	29 August 2025
2	Privacy regarding third-party closed-source LLMs	A. Gueye	Unspecified
3	Update software installation manual with steps for installing individual ROS nodes	Team	29 August 2025
4	Update software installation manual with Jetson and Real-sense camera installation and configuration steps	M. Danso	29 August 2025
5	Remove the 'merge by pull request only' rule between the devel and main branch of the CSSR4Africa deliverable reports GitHub repository	Y. Haile	25 August 2025
6	Send an email to the robotics lab users, in regards to missing items in the lab	B. Girma	25 August 2025

Table 1: Action Items