

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: May 05, 2025
Venue: Room F305.
Status: Draft.

Participants

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

Apologies

Eyerusalem Birhan

Professor David Vernon welcomed the participants to the meeting and the Committee members then discussed all the items of the meeting agenda. These discussions are summarized below.

1. Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on April 28, 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes

Agenda item 1: Update the task allocation by removing Interim demonstration animate.

Action: Done.

Agenda item 2: Updating the behavior controller to include the service call for set_pose.

Action: Done.

Agenda item 3: Send the new updated alpha version of the behavior controller to the team members.

Action: Done.

Agenda item 4: Sending the updated version of Deliverable D6.1 and new updated .xml file of behavior controller.

Action: Done.

Agenda item 5: Failure Handling Report.

Action: Not done. *The task has been added to Action item 1.*

Agenda item 6: Creating the set_pose service in the localization codes that is being used for interim demonstrations.

Action: Done.

Agenda item 7: Creating the set_pose service in Robot localization node.

Action: Done.

Agenda item 8: Updating the Robot tour specifications.

Action: Not done. *Though the new tour specifications have been established, they haven't been made available yet. The task has been added to Action item 2.*

Agenda item 9: *(This is a duplicate of Agenda item 5)*

Agenda item 10: Contact Igor regarding the air conditioning malfunction in the AI and Robotics lab.

Action: Not done. *Professor Vernon mentioned that Igor informed him the continued delay in fixing the air conditioner is due to a malfunctioning part, which they have now decided to replace rather than repair, as it keeps breaking down. Task has been added to Action item 3.*

3. Progress reports.

Professor Vernon noted that the progress reports suggest everything is going well, and everyone else agreed.

4. Milestones

Slight adjustments were made to the due dates of a few of the milestones. The adjustments are as follows:

Milestone	Due Date
Interim demonstration welcome	May 7, 2025
Lab tour demonstration: non-integrated software	May 9, 2025
All software submitted to GitHub	May 21, 2025
Lab tour demonstration: integrated software	May 28, 2025

5. Status of submission of software

Adedayo informed that two more software deliverables, **D4.2.1 Person Detection and Localization** and **D4.2.2 Face and Eye Detection and Localization**, have now been accepted to be integrated into the main repository. Professor Vernon indicated that he will update the task allocations to indicate this status update. Task has been added to Action item 4.

6. Status of interim and final demonstrations

The interim and final demonstrations are currently on track to take place on May 7, 2025, and May 9, 2025, respectively.

7. Robot tour of digital experience center

Professor Vernon mentioned that Upanzi is interested in having Pepper give a tour of its 'Digital Experience Center'. Since the task requires experienced personnel, Upanzi has made up to two positions available, following Professors Vernon's request. Anyone from the CSSR4Africa team who is interested is encouraged to inform him of their interest.

7. Failure handling

The completion of this task has been pushed for the current week

10. Any Other Business

Updates to D5.4.2 and D5.4.3

Professor Vernon indicated that deliverable documents D5.4.2 and D5.4.3 have been updated to fix formatting issues that were discovered.

Future Meeting Venue

Professor Vernon mentioned that this will be the last meeting held in person. All future meetings will take place on Zoom.

Future Updates to Navigation

Though not currently required, Professor Vernon stated that the ideal scenario for robot navigation is for the system to accept both an initial and a final pose, the latter of which is its sole current input. This approach assumes that the robot's localization system includes absolute localization. In the event the robot is 'kidnapped' and placed in a different location, it would first navigate to the specified initial pose before proceeding to the final destination.

Cultural Robotics Workshop paper

Professor Vernon mentioned that he will share the first draft of the Culturally Sensitive Social Robotics for Africa paper with the team. Members are encouraged to review it and provide suggestions or corrections. The final version is due for submission on Monday, May 12, 2025.

11. Date and time of next meeting

The next meeting will be held on Monday May 19, 2025 on Zoon at 12PM CAT.

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	Failure Handling Report	T. Tefferi	May 9, 2025
2	Updating and dispersing the Robot tour specifications	R. Muhirwa	May 7, 2025
3	Contact Igor regarding the air conditioning malfunction in the AI and Robotics lab	D. Vernon	Unspecified
4	Updating Task Allocations to reflect status change of D4.2.1 and D4.2.2	D. Vernon	May 9, 2025
5	Update the System Architecture to show the service call made to robot localization's new service, <code>set_pose</code>	D. Vernon	May 9, 2025

Table 1: Action Items