CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 16 June 2025, at 12:00 pm (CAT)
Venue: Zoom.
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

1.   Approval of the minutes of the last meeting
The participants reviewed the minutes of the previous meeting held on 2nd June 2025 and approved them as a true and accurate record of the meeting.

2.   Matters arising from the minutes
Action item 1: Update the status of D5.5.2.1 and D5.5.2.3 to N/A
This is completed by Prof. D. Vernon.

Action item 2: Send A. Akinade and D. Vernon an estimate of the date for submission of the software deliverable for robotLocalization for integration
This has been completed by I. Jimoh.

Action item 3: Send D. Vernon an estimate of the date for submission of all integrated software to GitHub
This has been completed by A. Akinade.

Action item 4: Reinstate the abandoned enhancements
This is completed by Prof. D. Vernon.

Action item 5: Send the failure handling report to the team
This is outstanding and yet to be done by T. Tefferi.

3.   Matter arising from progress reports
Prof. D. Vernon appreciated the demo videos, and said that they were helpful. However, they revealed that the Kinyarwanda ASR model is not on par with the English ASR model and thus requires improvement. In that regard, Clifford suggested that a more natural and free interaction between pepper and a visitor might provide improvements, and Prof. Vernon will add this to the desirable enhancements to be made in year 3. On the other hand, Muhirwa elaborated on the comments in his progress report about how to resolve the robot's IP address in his software, and Adedayor was invited to clarify his feedback. Adedayo mentioned he thinks it is better to retrieve the IP dynamically from the node launch instead of putting it in a configuration file, and the team agreed on this approach.

4.   Status of tasks, deliverables, and software

Prof. D. Vernon mentioned that these statuses are up to date and all correct, and the team confirmed.

5.   Status of milestones

Prof. D. Vernon said that the dates are valid, and we are making progress towards accomplishing the milestones. It was also noted that I. Jimoh's software is holding back the integration of all software. Him and Yohannes are working on resolving this, and they have been discussing some of the issues with Prof. Vernon separately.

6.   Status of desirable enhancements

Prof. D. Vernon sought the team's opinion on whether the enhancements should still be left on the wiki now that they are documented in deliverable D6.2. No one made an argument for it to be left on the wiki.

7.   Variants of the lab tour use case

Prof. D. Vernon mentioned that there is a need for a variant of the current lab tour because of the lack of reliability with the ASR model. This will serve as a failsafe option. The team also agreed that this variant should not expect a visitor to follow the robot around as it conducts the tour.

8.   Deliverable D6.2

Prof. D. Vernon walked the team through the document and discussed the table of enhancements for year 3. He then mentioned that probably the receptionist use case scenario should be added to the list of enhancements. The team agreed that a user study will be done only when the functional operations are working well.

9.   Failure handling

Prof. D. Vernon mentioned that failure handling will be important for the current implemented version of the lab tour and maybe other variants.

10.   Any Other Business

Prof. D. Vernon mentioned that a transition needs to start now since some team members are leaving at the end of June. Currently, Prof. Vernon and Adedayo have access privileges to the project website and repositories. Given that they both won't be involved in the project moving forward, Yohannes and Birhanu have agreed to take over this responsibility in keeping these sites up to date. Prof. Vernon will discuss the details of this transition offline with Yohannes, Birhanu, and Adedayo.

11.   Date and Time of Next Meeting

The next meeting will be held on Monday, June 23, 2025, on Zoom at noon.

End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 12:45 pm.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Send the failure handling report to the team	T. Tefferi	20 June 2025
2	Add to the enhancements the need for more natural language interaction	D. Vernon	20 June 2025