

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 27th June 2025, at 12:00 noon.
Venue: Zoom.
Status: Final.

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. Introduction and review of agenda.

Prof. Vernon welcomed the team members to the meeting.

2. Minutes of last meeting and matters arising.

The participants reviewed the minutes of the previous meeting held on 23 June 24, 2025, and approved them as a true and accurate record of the meeting. The status of the two action items are as follows.

Action item 1. T. Tefferi to send the failure handling report to the team. Status: incomplete (to be sent today).

Action item 2. D. Vernon to update the project milestone document. Status: completed.

3. Status of tasks, deliverables, and software.

D4.2.4 Robot Localization software has been submitted. Prof. Vernon will update the relevant document on the wiki. Adedayo noted that his contract end on 30 June so he will not be in a position to process this submission. Another member of the team will take over his role as responsible for Task 3.5 System Integration and Quality Assurance and this person will process it, along with any other outstanding software that has already been submitted (see Any Other Business).

4. Status of milestones.

Milestone 5 All software submitted for integration has now been met. There are two milestones remaining:

Milestone 6 All software submitted to GitHub and Milestone 7 Lab tour demonstration: integrated software.

Prof. Vernon will update the relevant document on the wiki.

5. Future progress reports.

Prof. Vernon consulted Prof. Gueye to seek input on the whether and how progress reports should be submitted after 30 June. Prof. Gueye agreed that individual progress reports should be submitted to him by email on Friday every week, with copies to Lenah Chacha (lchacha@andrew.cmu.edu) and Deo Kiggude (dkiggude@andrew.cmu.edu). A template for the individual progress report is available on the [wiki](#). Prof. Gueye noted that Upanzi has a weekly tracker that all RAs fill out on Fridays. He will ask the CSSR4Africa RAs to join that process as well.

6. Rotating project manager.

Prof. Vernon consulted Prof. Gueye on project management. Prof. Gueye noted that Deo and Lenah will be supporting project management, but agreed that having a research associate from the team as the point of

contact is helpful, and he agreed that rotating responsibility for the role would be acceptable. He will coordinate with the team on this early in July.

7. Live demonstrations for selected staff.

The team agree to give demonstrations to several of the staff who have been instrumental in providing direct and indirect support over the lifetime of the project. These include Vicky, Giselle, Esther, Irene, Nancy, and Mika, among others. The demonstrations can be individually or in small groups, adding others, if and when it is deemed appropriate.

8. Any other business.

Clifford has agreed to take over responsibility from Adedayo for Task 5.5 System Integration and Quality Assurance and Task 7.3 Open-Source Software Repository, from 1 July 2025.

Tsegazeab has agreed to take over responsibility from Muhammed for Task D3.3 Software Installation Manual, and as a consequence, responsibility for the system demonstrations, from 1 July 2025.

Birhanu has agreed to be the initial project manager. The period of rotation for this role has yet to be decided.

Prof. Vernon will submit Deliverable D8.1 Progress Report for the fourth period today, since 30 June is a CMU-Africa holiday.

Prof. Vernon noted that his CMU ID expires on 30 July 2025, and he will no longer have access to any CMU or CMU-Africa resources after that date, and his CMU email address will expire. He can be contacted at david@vernon.eu instead.

9. Date and time of next meeting

7 July, 2025, 12:00 noon, at a venue to be decided.

End of the Meeting

Prof. Vernon extended his deep appreciation to the team for their dedication over the past two years. Every research assistant and research associate should be proud, not only what they have achieved in terms of robot software engineering, but also the professional manner in which they have achieved it. He wished them continued success in the final year of the project, and fulfilment in their professional and personal lives.

Action items following the meeting of the CSSR4Africa project

Five action items were agreed in the course of the meeting, as shown in Table 1.

Action	Action description	Responsible	Completion date
1	Send the failure handling report to the team	T. Tefferi	27 June 2025
2	Update task allocations to show D4.2.4 submitted	D. Vernon	27 June 2025
3	Update milestones to show Milestone 5 has been met	D. Vernon	27 June 2025
4	Submit Deliverable D8.1 Progress Report for Period 4	D. Vernon	27 June 2025
5	Submit individual progress reports weekly	All RAs	11 July 2025

Table 1: Action Items