

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 12 January 2026, at 10:00 am (CAT)
Venue: Room C210.
Status: Final.

Participants

Clifford Onyonka
Deogratius Kiggude
Ibrahim Jimoh
Muhammed Danso
Muhirwa Richard
Tsegazeab Tefferi, Chairman
Yohannes Haile
Assane Gueye

Guests

David Vernon

Apologies

Lenah Chacha
Birhanu Shimelis Girma

1. Approval of the minutes of the last meeting

The participants did not review the minutes of the previous meeting held on 15th December 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes

Action item 1: Update milestones to change expected date of the draft papers
This is completed and up on the website.

Action item 2: Report to the team on deictic gesture options
Not discussed.

Action item 3: Update the ROS nodes to include file logging
Not discussed.

Action item 4: Update D6.2 to include the file logging
This is done.

3. Matter arising from progress reports

No matters were raised from the progress reports.

4. Status of tasks, deliverables, and software

There is no software currently pending or going through QA.

5. Status of milestones

The team held a demo for the full interactive tour and completed that milestone. The milestone for the three draft papers is not met, and the teams are unsure if they can meet the February 15 submission deadline. Therefore, the teams have been advised to focus on producing good quality papers and then match them to a relevant journal. However, each team shall create a timeline with milestones to monitor progress.

6. Hand selection in deictic gesturing

The information for which arm to select will be included in the cultural knowledge base. The gesture execution node implementation will remain as is, it will have the option to perform deictic gestures with the left arm, right arm, or either.

7. Embedding cultural cues in missions

Each node owner will go through the list of cultural norms and identify which ones affect their node. They will then prioritize on which ones to implement based on their relevance and the difficulty of the task.

8. Spring plans for CSSR4Africa and DEC

Each team member gave a short presentation of their planned tasks and priorities for the final phase of the project. The team discussed that for the receptionist use-case scenario the robot will not navigate around the campus, instead the robot will be stationary and interact with visitors through a Q/A.

9. Any Other Business

Prof. Vernon highlighted that the 4th and 5th project reports for CSSR4Africa are not on the wiki webpage, these need to be uploaded by the web administrator. Prof. Vernon also advised that the team start writing the 6th and final project report given the amount of work it takes to complete it. The 6th report should highlight the work done outside the scope of CSSR4Africa, for DEC for example, and the work that couldn't be completed and make it clear that contribution from Wits was lacking. The team will continue to hold weekly demos to show progress.

10. Date and Time of Next Meeting

The next meeting will be held on Monday, January 19, 2026, at 10:00am.

End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 11:00 am.

Action items following the meeting of the CSSR4Africa project

| Action | Action description | Responsible | Completion date |
|--------|---|-----------------------------------|------------------|
| 1 | Review 5th project report | everyone | January 16, 2026 |
| 2 | Send timeline for paper with milestones | Yohannes, Clifford, Birhanu | January 16, 2026 |
| 3 | Send a brief on tasks planned for the next 4-6 months | All node owners | January 13, 2026 |
| 4 | Demo | Tsegazeab | January 16, 2026 |
| 5 | Present a list of identified cultural norms from survey results | Tsegazeab | January 16, 2026 |