CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: October 20, 2025
Venue: Room C210.
Status: Draft.

Participants
Assane Gueye
Birhanu Shimelis Girma
Clifford Onyonka
Muhammed Danso, Chairman
Richard Muhirwa
Tsegazeab Tefferi
Yohannes Haile

Apologies
Ibrahim Jimoh

Muhammed Danso welcomed the participants to the meeting and the Committee members then discussed all the items of the meeting agenda. Tsegazeab took the minutes. The discussions of the meeting are summarized below.

1. Approval of the minutes of the last meeting
The participants reviewed the minutes of the previous meeting held on October 15, 2025 and approved them as a true and accurate record of the meeting.

2. Minutes of last meeting and matters arising.

Agenda item 1: Internal fully integrated demo.
Action: Not done. See Action item 1
Agenda item 2: Update D6.1 with new enhancements.
Action: Not done. See Action item 2
Agenda item 3: Updating the installation manual
Action: Not done. See Action item 3

3. Matters arising from progress reports.
The progress of the demo and the obstacles delaying it were discussed. Tsegazeab noted that further optimizations are required to ensure a fully functional demo.

Muhammed mentioned, citing Clifford's progress report, that both the HRI paper and the installation manual on the website are outdated and need to be revised. (See Action Item 4.)

4. Status of tasks, deliverables, and software.
The 'Pepper Interface Tests' have been confirmed to have passed integration tests and accepted.

5. Status of milestones.
An unmet milestone, the "Full Interactive Lab Tour Demonstration," has been rescheduled for Friday, October 24, 2025, at 10:30 AM.

The progress of the node migration to ROS 2 was discussed. Robot Localization was identified as a critical component in this process, as several other nodes depend on it. This dependency means its migration must be completed before the others can proceed. Professor Assane will discuss this with Ibrahim, who is responsible for that node, to initiate the migration process. (See Action Item 5.)

6. Project manager for November and December.
Clifford has been selected as the next project manager. He will assume the role following Muhammed, with his tenure covering the months of November and December.

7. Any other business.

Lidar for the DEC tour:

> Yohannes indicated that Lenah had informed him that the Lidar intended for the DEC tour has been purchased in the U.S., but the process of bringing it to Kigali has stalled pending arrangements for someone to bring it.

Laptop Power Adapters:

> Yohannes reported that Dan, CMU-Africa's IT support engineer, informed him that the acquisition of power adapters for the laptops is currently in progress.

New Repository for ROS2 nodes:

> Professor Assane inquired whether a new repository would be created to store the nodes after their migration to ROS 2. Clifford confirmed that a new repository will indeed be set up. (See Action Item 6.)

Touching Base with Professor David:

> Professor Assane informed the team that he will be meeting with Professor David Vernon, the former PI of the CSSR4Africa project, later this week. He suggested that it might be beneficial were Professor Vernon to touch base with the team on a regular basis, if possible. The team agreed, and Professor Assane will raise the suggestion during his meeting with Professor Vernon.

9. Date and time of next meeting

The next meeting will be held on Monday October 27, 2025 in C210 at 10AM 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	Full interactive Lab tour demonstration	Team	October 24, 2025
2	Update D6.1 with new enhancements	M. Danso	October 24, 2025
3	Updating the installation manual	I. Jimoh	October 24, 2025
4	Upload to the website the correct and latest versions of the HRI paper and the Installation manual	M. Danso	October 24, 2025
5	Discuss with Ibrahim regarding the migration of the 'Robot Localization' node	A. Gueye	October 24, 2025
6	Create a new repository for the ROS2 version of CSSR4Africa	C.Onyonka	October 24, 2025

Table 1: Action Items