

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 24th March 2025, at 12:00 pm
Venue: Room No. C210 and 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 17th March 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes

Action item 1: Update the Environmental Knowledge Base helper class to accommodate cultural knowledge
This is completed by David Vernon.

Action item 2: Adding service request to change the language in D5.5.2.4
This is completed by Muhirwa Richard.

Action item 3: Send A.Akinade and D.Vernon an estimate of the date for completion of the software deliverable
Not everyone has done this at the time of the meeting. This is further addressed in Item 4 on the agenda (Status report on all software & estimated date of initial submission).

3. Remaining deliverables

All deliverables, except D5.5.3 Environment Map Generation, have been submitted. It was noted that the Latex files sent by T. Tefferi for D5.4.2 and D5.4.3 do not compile. Also, there are lots of formatting issues in D5.4.3. Thus, the files need to be reviewed and submitted (see action item 2). It was raised for everyone to take notes of formatting issues in the deliverable documents, especially with tables exceeding margins. A notable example is D5.4.1 which is required to be corrected (see action item 1).

4. Status report on all software & estimated date of initial submission.

The task allocation document has been updated to reflect the estimated dates for the submission of software by team members. Team members who haven't sent the estimate are required to send it. Also, there is a software deliverable associated with D5.4.2 for generating the XML file for the use case specification. Thus, an estimate for the submission date is required (see action item 3). It was also flagged for persons responsible for D5.3 Attention Subsystem and D4.2.4 Robot Localization to update the deliverables and software to include subscribing to the compressed image topic from the camera (see action item 4).

5. Milestones

Prof. D. Vernon noted that the progress reported appears to be in line with the updated milestones. It was also required for E. Birhan to send weekly progress reports for the Naoqi Animate Behavior interim demo. Also, some updates are necessary to the workplan and system architecture documents following the addition of the service required for selecting tour language by the behaviourController (see action item 5).

6. Cultural Robotics Workshop paper

A decision is required to be made on whether to submit to this paper and how to contribute to the paper from the whole team. The deadline for this is 12th May 2025.

7. IEEE RA-P paper

A decision is required to be made on whether to submit to this paper and how to contribute to the paper from the whole team. The deadline for this is not mentioned.

8. Failure handling

This item is carried forward and will be tabled for discussion when all software is completed.

9. Any Other Business

No item was mentioned.

10. Date and Time of Next Meeting

The next meeting will be held on Monday, March 31, 2025, in C210 at noon.

End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 12:54 pm.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Fix tables in D5.4.1	D. Vernon	28 March 2025
2	Fix formatting issues in D5.4.3 and resend valid Latex project files for D5.4.2 and D5.4.3 to Prof D. Vernon	T. Tefferi	28 March 2025
3	Send A.Akinade and D.Vernon an estimate of the date for completion of the software deliverable	E. Birhan, B. Shimelis, C. Onyonka, I. Jimoh T. Tefferi	28 March 2025
4	Update the software and deliverables to subscribe to the compressed camera image	M. Danso, I. Jimoh	28 March 2025
5	Send detailed information on the necessary changes to Prof. D. Vernon	C. Onyonka	28 March 2025
6	Update the workplan and system architecture based on the information provided by C. Onyonka in 5 above	D. Vernon	28 March 2025
7	Send progress reports on the Naoqi Animate Behaviour interim demo	E. Birhan	28 March 2025

Table 1: Action Items