

# CARNEGIE MELLON UNIVERSITY AFRICA

## Minutes of the CSSR4Africa Team Meeting

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Date and Time: 13<sup>th</sup> January 2025, at 12:00 noon.  
Venue: Room No. C210.  
Status: Draft

### Participants

Adedayo Akinade  
Birhanu Shimelis Girma  
Clifford Onyonka  
David Vernon, Chairman  
Eyerusalem Birhan  
Ibrahim Jimoh  
Muhammed Danso  
Muhirwa Richard  
Tsegazeab Tefferi  
Yohannes Haile

David Vernon welcomed the participants to the meeting and made the following of preliminary remarks. While the project has a duration of three years, and we have just passed the mid-point, CMU-Africa involvement will cease on 30 June 2025 with the submission of the fourth periodic report. For that reason, all research associates should be actively seeking a new position. He also explained that the reason so much effort is being spent on writing deliverable reports and posting them to the website is to ensure that the project management follows best practice for funded research projects. This requires that the work done be reported transparently so that it can be assessed by external reviewers to determine the extent to which the contractual commitments in the workplan have been achieved.

The Committee members then discussed all the items of the meeting agenda. These discussions are summarized below.

### 1. Introduction and review of agenda.

The agenda was agreed unanimously.

### 2. News

Each entry on the News page of the CSSR4Africa website dated December 2024 or later was reviewed briefly. Participants were reminded that they need to be conversant with any document that is mentioned on the news items.

### 3. Project milestones

A document with seven project milestones was circulated and agreed (see attachment: Project Milestones.pdf). It was noted that the milestones are scheduled for the last day of the month cited, but team members should aim for early completion of the relevant deliverables and, where appropriate, associated software. The time required for approval should be factored into the submission schedule. In the case of software that is to be submitted for integration, at least two or three weeks should be allowed for the software to be reviewed for compliance with the software engineering standards, and subsequently revised, if necessary.

#### **4. Status of deliverables**

Each entry on the Deliverables page of the CSSR4Africa website in December 2024 and January 2025 was reviewed briefly, noting those deliverables that are deemed to be complete, partially complete, or incomplete, as follows.

- a) Complete: report submitted and accepted, i.e., posted to the CSSR4Africa website, and, where the deliverable also includes software, submitted for integration, accepted, and posted to GitHub.
- b) Partially complete: report submitted and accepted, i.e., posted to the CSSR4Africa website, but, where the deliverable also includes software, not yet submitted for integration, accepted, and posted to GitHub.
- c) Incomplete: report not submitted and accepted, and, where the deliverable also includes software, not submitted for integration, accepted, and posted to GitHub.

Deliverables for which CMU-Africa are responsible or partially responsible (having taken over responsibility from Wits) in each of the three categories are as follows.

- a) D1.2, D2.1, D2.2, D2.3, D3.1, D3.2, D3.3, D3.4, D3.5, D4.1, D5.1, D7.1, D7.3, D8.1, D8.2.
- b) D4.2.1, D5.2, D5.3, D5.4.1, D5.4.3, D5.5.1.1, D5.5.1.2
- c) D4.2.2, D4.2.3, D4.2.4, D4.3.2, D5.4.2, D5.5.2.1, D5.5.2.3, D5.5.2.4, D5.5.3, D5.5.4

Note that a deliverable, both report and software, that have been submitted and accepted, may still be subject to revision.

#### **5. Assignment of task responsibilities**

Responsibility for outstanding tasks and deliverables was discussed and reassigned. In doing so, a new policy of assigning sole responsibility for each task and deliverable to one and only one research assistant or research associate was introduced. The new assignments are documented in the attachment: Task Allocations.pdf.

#### **6. Afretec conference poster**

A new overview poster, created for the forthcoming Afretec conference on 20-21 January 2025, has been created and is available on the Publications page of the CSSR4Africa website.

#### **7. Fork PepperTrace**

This item was tabled for discussion to determine how to fork the software associated with Deliverable D5.5.1.2. It emerged at the meeting that Daniel Barros had separately submitted the software for integration using the normal channels. No new action is required.

#### **8. Any Other Business**

##### *Progress Reports*

In addition to citing an estimate of the degree of completion, team members should also provide an estimate of the number of person-hours required to achieve completion.

If a task is 100% complete, i.e., the deliverable report and (where applicable) the software has been submitted for integration, append "Pending approval" to the 100%.

Regarding the progress reports for D3.5, it was agreed that software should only be included if it has in fact been submitted.

### *Knowledge Base*

It was agreed that the knowledge base node should be removed from the system architecture, transferring responsibility for querying the knowledge base to the robot mission interpreter (aka the behaviorController node). However, it emerged after the meeting that the robotNavigation node also requires access to the knowledge base for culturally sensitive proxemic information. Consequently, no action is yet to be taken on this, and we will revisit this matter at the next meeting.

### *Afretec Conference*

Members of the team asked if they could attend the forthcoming Afretec conference on 20-21 January. David Vernon agreed to find out from the Evariste Nsengumuremyi, the Afretec program manager, whether this is possible.

### **9. Date and time of next meeting.**

Monday 20<sup>th</sup> January at 12:00 pm.

### **End of the Meeting**

There being no other business, David Vernon thanked the team members for their contribution and closed the meeting.

### **Action items following the meeting of the CSSR4Africa project**

Action	Action description	Responsible	Completion date
1	Update the task allocations	D. Vernon	14 January 2025
2	Determine whether it is possible for members of the team to attend the forthcoming Afretec conference.	D. Vernon	14 January 2025

Table 1: Action Items