

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 18th February 2025, at 12:00pm
Venue: Room No. C210.
Status: Draft.

Participants

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

Apologies

Eyerusalem Birhan
Muhammed Danso

1. Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on 10th February 2025 and approved them as a true and accurate record of the meeting.

2. Matters arising from the minutes

Agenda item 1 Completing environment and culture knowledge bases

Action: The responsible person, Prof. David Vernon noted he has completed this task and it will be uploaded to the CSSR4Africa website repository later this day.

Agenda item 2 Partial demonstration

Action: One of the responsible persons, Birhanu Shimelis noted he hasn't fully discussed with the other responsible person Eyerusalem Birhan on the task at hand, hence, the work is in progress.

Agenda item 3 Adding new task in the work plan regarding the partial demonstration

Action: The responsible person, Prof. David Vernon decided not to act on this again to avoid having an added deliverable to the current load of deliverables work.

Agenda item 4 Forward the flyer for the robotics faculty candidate once it is received

Action: The responsible person, Prof. David Vernon had forwarded the flyer to the team and the team confirmed this.

3. Review of progress reports

Prof. David Vernon provided clarity regarding an issue raised in the progress report for deliverable report D4.2.4 Robot Localization to the responsible person, Ibrahim Jimoh wherein he noted that the constantly changing robot pose values being published by the absolute localization node as reported by Ibrahim is not a problem of the camera calibration (as reported), rather a classical programming problem in the way the values are computed. Prof. David Vernon also noted not to make future assumptions in such cases. Ibrahim understood and received this feedback. Also, Prof. David Vernon asked Muhirwa Richard if he made changes to the TTS he's working on based on his progress report, and he noted he didn't. Finally, Prof. David Vernon reiterated Tsegazeab Tefferi will be focusing on D5.4.2 as his deliverable in the meantime (after suspending failure handling).

4. Collaboration on Robotics and Automation at Deep Learning Indaba in Kigali, Rwanda

Prof. David Vernon noted he sent out an email to the team and some other students he knows are interested in Robotics, while he received response from a number of those showing interest to participate in this upcoming event. He also noted two students (Hubert and Isaac) he did not include in the email but who reached out to him to express their interest. Finally, he noted he won't be around at the time of the event, but it will be a good opportunity for students who will be partaking.

5. CMU-Africa robotics email address

Prof David. Vernon announced to the team that a new email has been created for CMU-Africa robotics (africa-robotics@andrew.cmu.edu) after deliberation with Adedayo Akinade on the need to have a consistent naming

across all the CSSR4Africa resources. The CSSR4Africa email will be updated to this new email by Prof. David Vernon across all resources.

6. Interim demonstration

To gain clarity, Prof. David Vernon asked one of the responsible persons, Birhanu Shimelis which part of the task he is working on, but Birhanu noted he hasn't fully discussed with the other responsible person (Eyerusalem Birhan) due to her absence. Prof. David Vernon assigned Birhanu Shimelis to work on the choreography part of the demonstration showcasing the welcoming gesture accompanied by animate behavior and speech. Prof. David Vernon highlighted the focus of their task is to write the behavior tree specification for the said actions.

7. Failure Handling

It was noted that this task is now on hold as priority is now on getting the interim demonstrations to work.

8. Software installation manual

Prof. David Vernon noted he will go through the software installation manual process just like the rest of the team had done and get it to work on his system. Afterwards, the responsible person for the software installation manual, Muhammad Danso will also update the manual to reflect the changes to be made by Prof. David Vernon (i.e., after adding the environment and cultural knowledge base).

9. Any Other Business

Deliverable reports timeline

Adedayo Akinade noted as a reminder to the team the approaching due date for the deliverable reports to be submitted. The team affirmed to this with Prof. David Vernon also commending the team on working hard to get the deliverables done while also highlighting how tedious a task it can be to write the deliverable reports.

Ibrahim and Yohannes visa update

Prof. David Vernon inquired about the update regarding their visas to attend the upcoming Human-Robot Interaction conference 2025. They responded by saying their visas are still pending.

10. Date and time of next meeting

The next meeting will be held on 24th February 2025 at 12:00pm

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	Update the CSSR4Africa email across all resource with the newly created email for homogeneity	D. Vernon	Unspecified
2	Update the software installation manual to reflect changes to be made by Prof. David Vernon	M. Danso	Unspecified

Table 1: Action Items