CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 27th January 2026, at 11:07 am
Venue: Room No. C210.
Status: Final.

Participants

Moise Busogi
Clifford Onyonka
Deogratius Kigude
Birhanu Shimelis Girma
Muhirwa Richard
Tsegazeab Tefferi, Chairman
Ibrahim Jimoh
Muhammed Danso
Yohannes Haile

1. Introduction and review of agenda

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

2. New PI, transition and adjustments

Tsegazeab welcomed Prof. Moise Busogi as the new Principal Investigator for the CSSR4Africa and DEC project. He provided an overview of the team's operations and explained that following Prof. David Vernon's departure, the internal project manager role has been assigned on a rotational basis, with each research associate serving for two months. Tsegazeab is currently serving as the project manager.

3. Minutes of last meeting and matters arising

The participants reviewed the minutes of the previous meeting held on 12th January 2026 and approved them as a true and accurate record of the meeting.
Action item 1: Review 5th project report.
Action: Done. Prof. Moise asked for a high-level explanation about the project, what has been achieved and what is remaining. The chairman explained briefly.
Action item 2: Send timeline for paper with milestones.
Action: Done
Action item 3: Send a brief on tasks planned for the next 4-6 months.
Action: Not finished yet. See Action item 1.
Action item 4: Demo.
Action: Done
Action item 5: Present a list of identified cultural norms from survey results.
Action: Done

4. Matters arising Progress reports

Richard mentioned that he will do a demo of what he has been working on during the regular weekly demo on Friday.

5.   Status of tasks, deliverables, and software

There were no updates on the status of tasks, deliverables, or software.

6.   Status of milestones

Tsegazeab will add a new milestone for each paper in the milestone document with their respective deadline dates. An action item has been created for this to be completed by the end of the week.

Another milestone to be added is the Kinyarwanda conversation system being developed by Richard, with a target completion date by the end of February. An action item has been assigned to Tsegazeab to add this to the milestone document.

Prof. Moise suggested exploring collaboration with the Wakanda AI team for Kinyarwanda TTS, STT, and LLM-related work. An action item has been created for this.

An additional action item has been assigned to Tsegazeab to add the receptionist scenario to the milestones document.

7.   Values in the Cultural Knowledge Base

The chairman presented a document outlining the values in the cultural knowledge base that are relevant to each node owner. He explained all the keys and values applicable to each node. The chairman will share the document with team members so they can identify which values can be implemented within the remaining project timeline.

Prof. Moise suggested filtering the knowledge base keys based on their difficulty level so that they can be prioritized and handled accordingly. He also recommended incorporating explainability of the cultural norms into the robot's knowledge base, enabling the robot to explain the reasoning behind a norm if a visitor asks why it behaves in a certain way.

8.   Any Other Business

Deogratius mentioned an issue with the website where some robotics course content is not included in the document. He has already spoken to Hannah about the issue.

Clifford mentioned that he will send the progress report for AfreTech to Prof. Moise for his review.

9.   Date and Time of Next Meeting

The next meeting will be held on February 3, 2026, at 11:00 a.m. in Room C210.

End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 11:36 am.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Send a brief on tasks planned for the next 4-6 months	Richard	28 January, 2026
2	Add new milestones for each paper with their respective deadline dates to the	Tsegazeab	30 January, 2026

	milestone document		
3	Add Kinyarwanda conversation system milestone to the milestone document (target: end of February)	Tsegazeab	30 January, 2026
4	Speak with Wakanda AI team regarding Kinyarwanda TTS, STT, and LLM collaboration	Prof. Moise	30 January, 2026
5	Add receptionist scenario to the milestones document	Tsegazeab	30 January, 2026
	Share cultural knowledge base document with team members	Tsegazeab	30 January, 2026

Table 1: Action Items