# CARNEGIE MELLON UNIVERSITY AFRICA

## Minutes of the CSSR4Africa Team Meeting

Date and Time:     17 November 2025, at 10:30 am (CAT)
Venue:             AI & Robotics lab (A307).
Status:            Final.

## Participants
Clifford Onyonka, Chairman
Deogratius Kiggude
Ibrahim Jimoh
Muhammed Danso
Muhirwa Richard
Tsegazeab Tefferi
Yohannes Haile
Lenah Chacha

## Apologies
Assane Gueye
Birhanu Shimelis Girma

## 1.     Approval of the minutes of the last meeting
The participants reviewed the minutes of the previous meeting held on 10th November 2025 and approved them as a true and accurate record of the meeting.

## 2.     Matters arising from the minutes
Action item 1: Update D6.1 with new enhancements
This is yet to be completed by Danso.

Action item 2: Updating TextToSpeech unit tests to print informational
This is completed by Muhirwa.

Action item 3: Write the new ROS2 software engineering standards
This is completed by Yohannes.

Action item 4: Write the ROS2 software installation manual
This is yet to be completed by Danso.

Action item 5: Friday Demo showing the progress so far
This was not done.

Action item 6: Contact Hannah regarding updating the CMU-Africa Website
This is scheduled for Wednesday 19/11/25.

Action item 7: Update the PI contact information on the CSSR4Africa website
This is completed by Clifford.

Action item 8: Upload the Failure Handling document on Overleaf and share it with the team
This is completed by Tsegazeab.

## 3.     Matter arising from progress reports
No matters were raised from the progress reports.

**4.    Status of tasks, deliverables, and software**
This item was not discussed.


**5.    Status of milestones**
The team didn't discuss the milestones.


**6.    Behaviour tree failure handling**
The team agreed to review the entire document individually during the week and provide feedback.

**10.    Any Other Business**
The team did not discuss any other business.


**11.    Date and Time of Next Meeting**
The next meeting will be held on Monday, November 24, 2025, at 10:00am.


**End of the Meeting**

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 10:50 am.


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

| Action | Action description | Responsible | Completion date |
|--------|-------------------|-------------|-----------------|
| 1 | Update D6.1 with new enhancements | M. Danso | |
| 2 | Write the ROS2 software installation manual | M. Danso | November 21, 2025 |
| 3 | Friday Demo showing the progress so far | Tsegazeab | November 14, 2025 |
| 4 | Provide team with a Wi-Fi dongle | Lenah | November 21, 2025 |
| 5 | Give team access to CMU IoT network | Lenah | November 21, 2025 |