CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: 03rd November 2025, at 10:00 am
Venue: Room C210.
Status: Draft.

Participants

Assane Gueye

Deogratius Kigude

Birhanu Shimelis Girma

Clifford Onyonka, Chairman

Muhammed Danso

Muhirwa Richard

Yohannes Haile Muhammed Danso

Tsegazeab Tefferi

Guests

Prof. David Vernon

Apologies

Ibrahim Jimoh

Clifford Onyonka welcomed the participants and special guest Prof David Vernon to the meeting. The Committee members then discussed all the items of the meeting agenda. Muhirwa Richard took the minutes, and the discussions of the meeting are summarized below.

1.   **Approval of the minutes of the last meeting**

The participants reviewed the minutes of the previous meeting held on 27th October 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.

Action: Not finished yet.

Action item 2: Updating the installation manual.

Action: Not finished yet.

Action item 3: Update the task allocation document to reflect the current status of D5.1 Actuator Tests and D4.1 Sensor Tests.

Action: Complete.

Action item 4: Add a new milestone for the improved Full Interactive Lab Tour Demonstration scheduled for November 28, 2025.

Action: Complete.

Action item 5: Write the new ROS2 software engineering standards.

Action: Not finished yet.

Action item 6: Write the ROS2 software installation manual.

Action: Not finished yet.

Action item 7: Send an email to communicate the GPU resource usage schedule to Professor Prasenjit's RAs and other responsible parties.

Action: Complete.

3. **Matters arising Progress reports**

The Chairman noted that there were no matters arising from the progress reports. All team members are performing their assigned tasks satisfactorily and the project is progressing as expected.

4. **Status of tasks, deliverables, and software**

Regarding the interactive part for the Pepper robot; Text-to-Speech, Speech Event, and the LLM have now been fully integrated. Several optimizations still need to be applied, as noted by Tsegazeab, mainly on the performance side. Mitigation for LLM hallucination is also currently in progress to ensure a smooth and stable demonstration by the end of November.

5. **Status of milestones**

It was suggested that we should hold interim demos every Friday to evaluate ongoing progress and ensure that the fully interactive demo will be achieved by the end of November.

The Chairman also highlighted that there is a crucial enhancement forgotten where every node should implement the reset mechanism to be used by behavior controller.

6. **Identification of CSSR4Africa research paper topics**

Professor Assane emphasized the importance of submitting strong, high-quality papers. He suggested that once the drafts are completed, they should be sent to Prof. David Vernon for review before submission. The official paper submission deadline is February 15, 2026.

The team has already identified three thematic papers to be developed:

1. Conversational Social Robot: focusing on Speech Event, LLM, and Text-to-Speech integration.

2. Social Navigation: focusing on Robot Localisation and Robot Navigation.

3. Attention: focusing on the Attention Subsystem, Face Detection, and Sound Detection.

The team will work on these three papers with the goal of producing presentable drafts by December 1, 2025. Following the completion of the drafts, internal reviews will be conducted. Once the internal review process is complete, the papers will be sent to Prof. David Vernon for additional feedback and guidance.

Additionally, by November 10, 2025, the team will discuss the internal organization and coordination strategy for developing the three papers.

7. **Any Other Business**

Danso shared his experience from the ROS conference in Singapore, noting that what is being done at CSSR4Africa is impressive as what other organizations are doing. Prof. David Vernon advised the CSSR4Africa team to clearly distinguish between DEC and CSSR4Africa so that roles and boundaries remain unambiguous. He highlighted that most of the focus should now be on D6.2 enhancement, so that the June 2026 report reflects the completion of

the remaining components. The team discussed the critical need to develop comprehensive documentation for the ROS 2 system installation manual, scripts, and software standards.

It was acknowledged that writing the standards documentation will require considerable time. To support this effort, the new ROS 2 software engineering standards will be developed by referencing the existing ROS 1 software standards authored by Professor David Vernon.

Yohannes will be responsible for writing the new ROS 2 software engineering standards (see Action Item 5).

Muhammed Danso will be responsible for writing the ROS 2 software installation manual (see Action Item 6).

8.   **Date and Time of Next Meeting**

The next meeting will be held on In-person, November 10, 2025, in C210 at 10AM CAT.

End of the Meeting

There being no other business, the Chairman thanked the participants for their contributions and closed the meeting at 11:00 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	07 November, 2025
2	Updating the installation manual	I. Jimoh	07 November, 2025
3	Updating TextToSpeech unit tests to print informational messages.	M.Richard	07 November, 2025
4	Updating robotNavigation to print informational messages.	B. Shimelis	07 November, 2025
5	Write the new ROS2 software engineering standards	Y. Haile	07 November, 2025
6	Write the ROS2 software installation manual	M. Danso	07 November, 2025

Table 1: Action Items