

CARNEGIE MELLON UNIVERSITY AFRICA

Minutes of the CSSR4Africa Team Meeting

Date and Time: September 08, 2025
Venue: Room C210.
Status: Draft.

Participants

Assane Gueye
Birhanu Shimelis Girma
Clifford Onyonka
Muhammed Danso, Chairman
Richard Muhirwa
Tsegazeab Tefferi
Yohannes Haile

Attahiru Jibril, Visitor
Julius Kanneh, Visitor
Melinda Mudzurandende, Visitor
Samuel Johnny, Visitor

Apologies

Ibrahim Jimoh

Muhammed Danso welcomed the participants to the meeting and the Committee members then discussed all the items of the meeting agenda. These discussions are summarized below.

1. Approval of the minutes of the last meeting

The participants reviewed the minutes of the previous meeting held on September 1, 2025 and approved them as a true and accurate record of the meeting.

2. Minutes of last meeting and matters arising.

Agenda item 1: Update the status of the milestones with their new due dates and Interactive Demo.

Action: Done

Agenda item 2: Update the installation Manual

Action: Not finished yet. See Action item 1

Agenda item 3: Demonstrate Four different ASR models to the team.

Action: Done

Agenda item 4: Demonstrate XTTS English version to the team.

Action: Done

Agenda item 5: Generate audios for all text scripts used in static demo

Action: Done

Agenda item 6: Update the installation script to include the behavior controller.

Action: Done

Agenda item 7: Implement parallel processing and execution with both Kinyarwanda and English.

Action: Not finished yet. See Action item 2

Agenda item 8: Produce the audio voices beforehand and play them during the demo

Action: Not done. See Action item 3

Agenda item 9: Remove the current devel and create a new one.

Action: Done

Agenda item 10: Putting stickers on every lab item.

Action: Not done. See Action item 4

Agenda item 11: Send the email with specification about which demo to perform according to the time available between the arrival of the visitor and the team preparation.

Action: Done

3. Matters arising from progress reports.

The meeting attendants agreed that everything was going well.

4. Status of tasks, deliverables, and software.

It was noted that the only software remaining to be integrated is Robot Localization. It was also surmised that the amount of time Ibrahim Jimoh, the lab member responsible for this task, can dedicate may be limited, as he is now serving as a TA. To gain clearer understanding, Professor Assane will be discussing the matter with Ibrahim. See Action item 5.

5. Status of milestones.

Only milestone no 7, *All software submitted to GitHub*, hasn't been met. Mohammed will update the expected date of that item. See Action item 6.

6. Automating demo setup.

The desire to automate the demo was indicated. Details weren't discussed in full, but Mohammed mentioned that Julius may have once expressed some interest.

7. Progress on enhancements.

The list of proposed enhancements and the progress on each were reviewed. Two key points from the discussion were: first, a demo is scheduled for Friday, September 12, 2025, to showcase several of these enhancements (see Action Item 7); and second, a separate repository will be created to house the software components once they are updated to use ROS 2.

8. Microphone for Pepper.

Clifford noted that the inbuilt microphone of the Pepper robot is inadequate, thereby limiting the range of possible functions. To address this, it was decided that an external microphone will be attached to the robot and used as the primary audio source. Clifford will identify and recommend suitable hardware for purchase (see Action Item 9).

9. Any other business.

Discussion on Lab Etiquette:

A number of items have recently gone missing from the lab, and the issue has become significant. To address the matter, all individuals who use the lab, including those not directly involved in the robotics projects but who are frequently present regardless, were invited to a discussion. Four attended.

Professor Assane led the discussion and emphasized that he does not believe the missing items are the result of intentional theft, but rather of accidental misidentification and removal. Nonetheless, he stressed the importance of being mindful of shared resources in this collaborative environment and of keeping track of any items borrowed.

To that end, he proposed the creation of a central inventory system, such as a sign-in sheet, for movable lab items. Anyone borrowing an item would be required to record when they take possession of it. He assigned Yohannes to create this sign-in sheet, using which these 'borrow-able' items can be temporarily taken possession of.

Laptop Power Adapters:

Yohannes mentioned that there are not enough adapters for all the laptops, as several have gone missing over time. Professor Assane will request five replacements from Johnson (see Action Item 10).

9. Date and time of next meeting

The next meeting will be held on Monday September 15, 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.

Action items following the meeting of the CSSR4Africa project

Action	Action description	Responsible	Completion date
1	Update the installation Manual	M. Danso	September 12, 2025
2	Implement parallel processing and execution with both Kinyarwanda and English.	T.Tefferi	September 12, 2025
3	Produce the audio voices beforehand and play them during the demo	T. Tefferi and R. Muhirwa	September 12, 2025
4	Putting stickers on every lab item.	Y. Haile	September 12, 2025
5	Discuss with Ibrahim on the amount of time and effort he will be able to devote to the lab	A. Gueye	September 12, 2025
6	Update the milestone to update the date for the Github submissions	M. Danso	September 12, 2025
7	Send an invitation to Professor Assane for the demo	M. Danso	September 10, 2025
8	Hold a demo with several of the proposed enhancements	T. Tefferi	September 12, 2025
9	Suggest the ideal microphone to attach to Pepper	C.Onyonka	September 12, 2025
10	Request for 5 adapters for use by the lab	A. Gueye	September 12, 2025

Table 1: Action Items