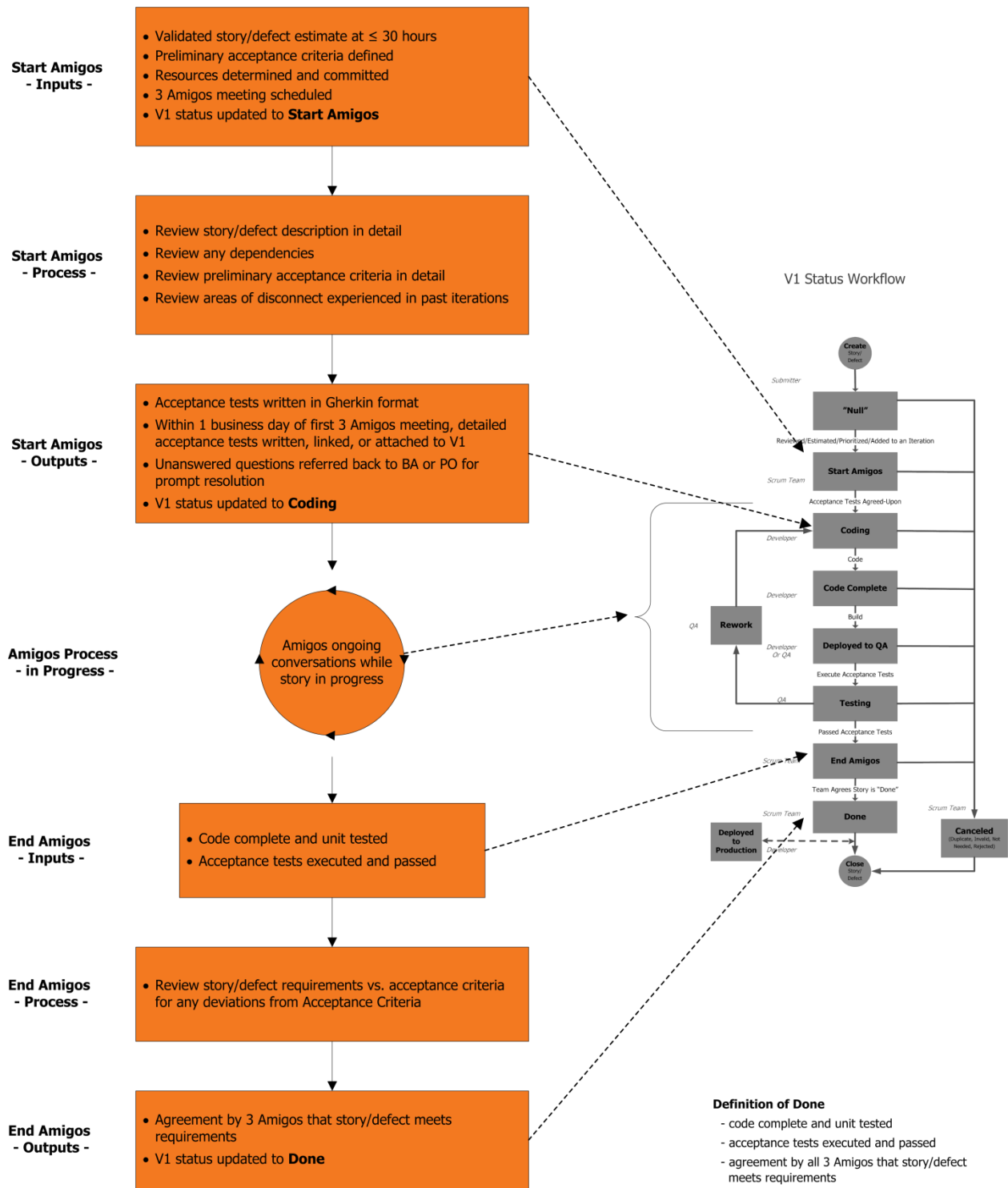


3 Amigos Quick Reference Card



Note - All stages represent work to deliver for one specific story or defect

3 Amigos Quick Reference Card

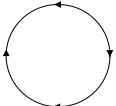
Introduction

Members of the 3 Amigos are the essential stakeholders and consist of a business analyst/subject matter expert, a developer, and a quality analyst/tester. These same Amigos then follow the story through together until they agree it is *Done*.

This process requires 2-3 Amigos meetings. One meeting must be held before coding begins and at least one other meeting before the story can be marked *Done*.

- Start Amigos: the meeting can be face-to-face, telepresence, or a call with or without Live Meeting.
- End Amigos: the meeting may be any of the above types or simply an IM or email as appropriate.

The Process

Stage	Process	
Start Amigos	Preconditions	<ul style="list-style-type: none"> • acceptance by Product Owner or proxy for the Iteration's content • team commitment to the story/defect • story/defect estimate validated • story/defect updated in V1 to reflect committed Iteration • 3 Amigos assigned <p><i>Note: occasionally, a story/defect may require more than one SME/BA, development and/or testing resource</i></p>
	Amigos Meeting	<ul style="list-style-type: none"> • V1 story/defect status updated Start Amigos • Begin: review the story/defect in detail: <ul style="list-style-type: none"> - consider dependencies and resources - ask questions, do not assume functionality - focus Q&A for areas where the team has previously experienced disconnect after a Start 3 Amigos session • Finish: update V1 story/defect status to Coding
Amigos In Progress		<ul style="list-style-type: none"> • development effort and test planning effort are done in parallel with collaborative communication • testing resource communicates to the other Amigos when the detailed acceptance tests have been created, linked, and attached to the V1 story • development executed in alignment with the Gherkin tests prior to turning a story/defect over to QA • communication covering the implementation and QA/testing of the story/defect is maintained
End Amigos	Completion	<ul style="list-style-type: none"> • analysis of the story/defect for compliance with and/or deviations from acceptance criteria • whole team is responsible for work reaching a <i>Done</i> status • V1 story/defect status updated to Done

Alternate Path

If it is determined in the first 3 Amigos Meeting that too many unanswered questions exist, the BA or PO will be responsible for resolving all unanswered questions promptly and rescheduling the 3 Amigos Meeting if appropriate.

Additionally, the team is responsible for continuous evaluation of whether or not the story/defect can be completed during the committed Iteration and to communicate promptly if they are not able to complete so that appropriate action can be taken.