**Basecamp-**

Basecamp is our dominant communication tool, and it is critical to use it effectively in order to become more productive and make the rest of the PSD team more effective. It is an important tool to streamline our process and keep all the information under one roof.

These check-ins are helpful as they keep our team leads, specialists, managers, and other TMs aware of the requisitions and the involvement of team members in different projects. Example: If there is a team member who is working on systems engineer and is struggling with it, he or she can check these daily check-ins and see if there is any other team member working on the same position. This will minimize the time spent by a team member asking for help from each of them and allow them to directly reach out to the right person.