

MeisterTask



Application scenario: Cloud-based tool for project and task management

Duration: 02.03.2025

License: Teachers of the Jade University

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MeisterTask is a project and team collaboration management tool for working together as a team. Project dashboards and timelines help to keep an overview.

Access

Register with your university e-mail address at www.meistertask.com. The basic account is sufficient to create and administer/manage three of your own projects.

If you need more projects, please contact us using the university e-mail address registered with meisterTask. As we only have a limited number of Enterprise licenses, please only contact us if you really need more projects.

Projects and guest roles

- Projects should be set to “[private](#)” (= default), otherwise all Enterprise accounts in the “**Jade University**” team will have access.
- Invite other project members as guests or members via their e-mail addresses („**Project settings - Share**“).
- People with a Basic license (free of charge) can create up to three projects and work on an unlimited number of projects, but without Enterprise functions (currently “**Timeline**”, “**Subtasks**”, “**Custom fields**”). An Enterprise license is therefore not required in most cases.

Guest role: Jade University only has a limited number of Enterprise licenses. It is often sufficient to grant guest rights to participants to work on projects. Users who are invited to a project as guests can access tasks that are assigned to them or in which they are added as an observer.

Member role: Members can create, administer and manage an unlimited number of projects.

Guests can access your guest tasks from their agenda.



Information on [The Guest Role](#).

Dashboard

The [MasterTask Dashboard](#) provides an overview of all projects.

Compatibility

MeisterTask is compatible with Google Drive, Slack, GitHub and Zendesk.

Calendar integration iCal/Outlook

It is possible to synchronize MeisterTask with your Outlook calendar. After a successful integration, all tasks assigned to you will be displayed in your Outlook calendar with a due date.

- iCal: [Copy iCalendar feed URL](#)
- Outlook: [Add URL to Outlook calendar](#)

Instructions from the provider

- [YouTube-Playlist with tutorials](#) (Provider/Channel: MeisterTask)
- [Introduction to MeisterTask](#)
- [Tasks and task management](#)
- [Projects and project management](#)
- [Collaboration](#)
- [Advanced Features](#) (automations, timeline, reports, time tracking, dependencies, best practice example)

Contact person

If you have any questions, please contact Melanie Kirschner [kirschner \[at\] jade-hs.de](mailto:kirschner[at]jade-hs.de).

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Last update: **2024/07/26 13:23**

