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# MeisterTask

MeisterTask is a project and team collaboration and management tool to work together as a team. Project dashboards and timelines help to keep track.



MeisterTask is currently available for us to test **for a limited period until 01.03.2024**. We look forward to your feedback and experience.

### Access

Please use the login access via www.academiccloud.de and then "Federated Login".

- 1. Click on "Login/Federated Login" and select Jade University as your institution.
- 2. Select "Continue registration" and enter your university access data (SSO).
- Select the product "MeisterTask".

It can also be accessed via the direct link.

### **Projects and guest roles**

As a member of the Jade University team, you can create an unlimited number of projects and invite other people to participate.

- Projects should be set to "private" (= default), otherwise all members of the Jade University team have access.
- Invite further project members via invitation.
- Persons with a Basic license (free of charge) can work on up to three projects (additional projects read-only), but without pro/business functions (currently "timeline", "subtasks", "userdefined fields"). A separate license is therefore not absolutely necessary.

**Guest role**: The Jade University only has a limited number of business licenses. It is often sufficient to assign guest rights to participants in order to collaborate 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.

Guests can access your guest tasks from their agenda.n.

### **Dashboard**

The MasterTask dashboard provides an overview of all projects.

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### **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 functions (automations, timeline, reports, time tracking, dependencies, best practice example

### **Contact person**

If you have any questions, please contact Melanie Kirschner kirschner [@] jade-hs.de

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