

# 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](http://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).
3. 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**”, “**user-defined 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.

## 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 \[at\] jade-hs.de](mailto:kirschner[at]jade-hs.de).

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