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.



Application scenario: Cloud-based tool for project and task management **Duration:** 02.03.2025
License: Teachers of the Jade University
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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).
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.

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.

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