MeisterTask

> **Application scenario:** Cloud-based tool for project and task management
> **Duration:** 02.03.2025
> **License:** Teachers of the Jade University
> **Contact:** Melanie Kirschner (digitale-lehre [at] jade-hs.de)

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.

From:
https://lms-wiki.jade-hs.de/ - **LMS-Wiki**

Permanent link:
https://lms-wiki.jade-hs.de/en/tools/meistertask/start?rev=1721992905

Last update: **2024/07/26 13:21**