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=1721992998

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