

# Meistertask

[PDF](#)

## **Kurze Zusammenfassung**

Online project/task management tool.

## **Link**

<https://www.meistertask.com/>

## **Beschreibung**

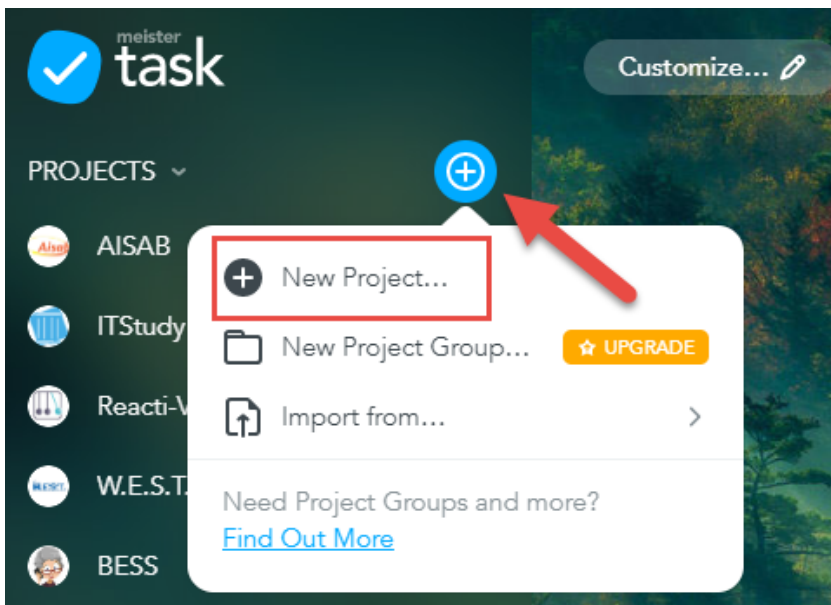
Clicking 'Get Started for Free' takes you to the login screen. You can choose to sign up/register with Google or Facebook, or you can do it with a valid email address.

An activation request will be sent to your given email address, awaiting a single-click confirmation. Once done, the system logs you in and will offer help with customising your work environment. MeisterTask is typically helpful as it immediately offers a demo.

## **Create a project**

Once you have an account and are logged in, you can start to create your first project. (In fact you can have several projects, with different people invited into each one of them for collaboration.)

Click on the '+' icon, next to Projects, on the left side of the screen.



Give your new project a name and **invite the people** you want to involve in the project by email. The system also allows you to send a welcome message.

New Project ×  
Click to add description

Give it a title

Share the project with others

Enter email addresses and team, group or user names

Maria + Gabor + Agnes + Szilvia + Kacsur +

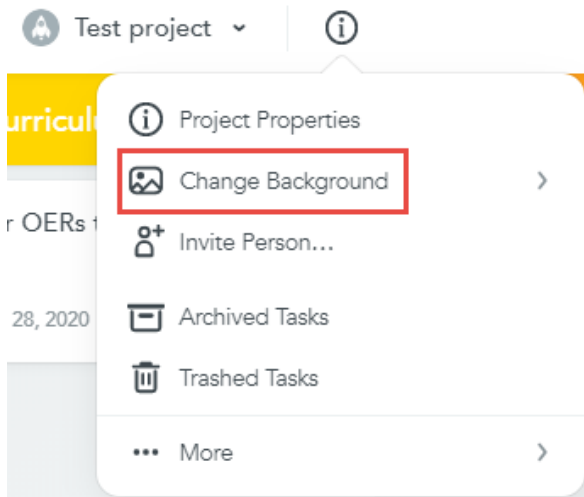
Include a personal message with your invitation

This is optional

Cancel Create Project

The system will send out an automatic message to your invitees to ask them to collaborate. You can invite more people into your project later on if necessary.

You can set additional properties and change the background from the menu that appears on clicking the 'i' icon.



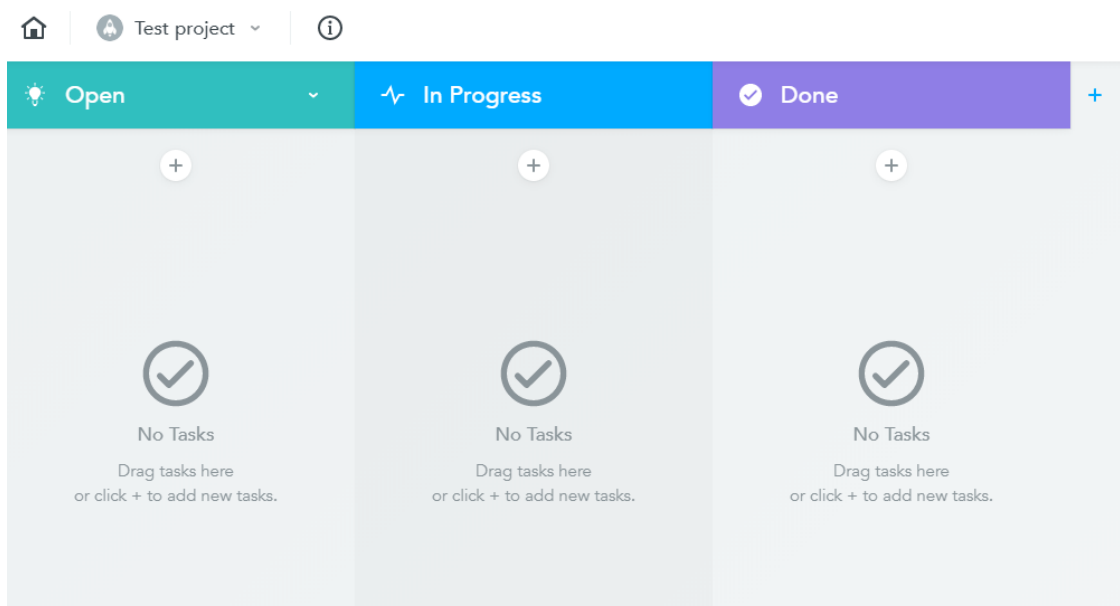
## Set up the structure

There are three default group headings for tasks:

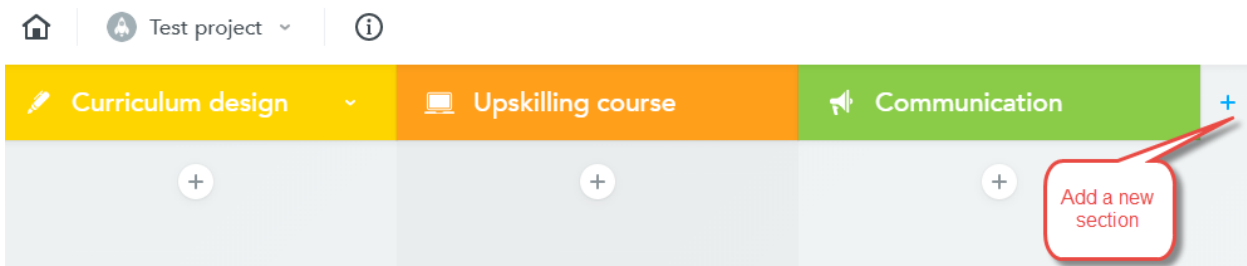
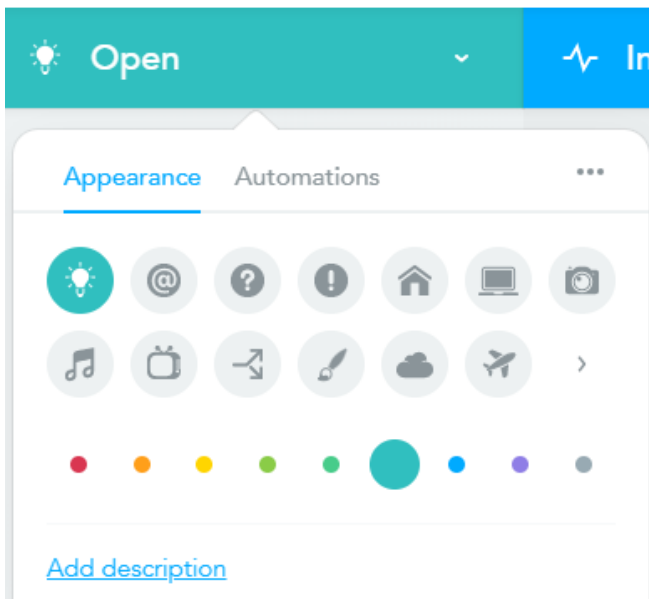
- Open,
- In progress,
- Done.

If you have a more complex project you can re-name these headings and/or add new ones if needed.

Setting up groups will help you reflect the milestones in your project. For example, you can create headings like: Curriculum design, Communication etc. and list the individual tasks under these headings, breaking down the work into small chunks, allocating them to different team members.



By clicking on the title, you can **rename the heading**, and you can **customize the appearance** of the sections, e.g. selecting a different colour and an icon related to the topic.



## Add and manage tasks

When entering a task, you can:

- add **checklist** items to it
- set a **deadline**
- **assign** it to the 'responsible' person
- add **attachments**, and
- invite people to **track and monitor** the task.

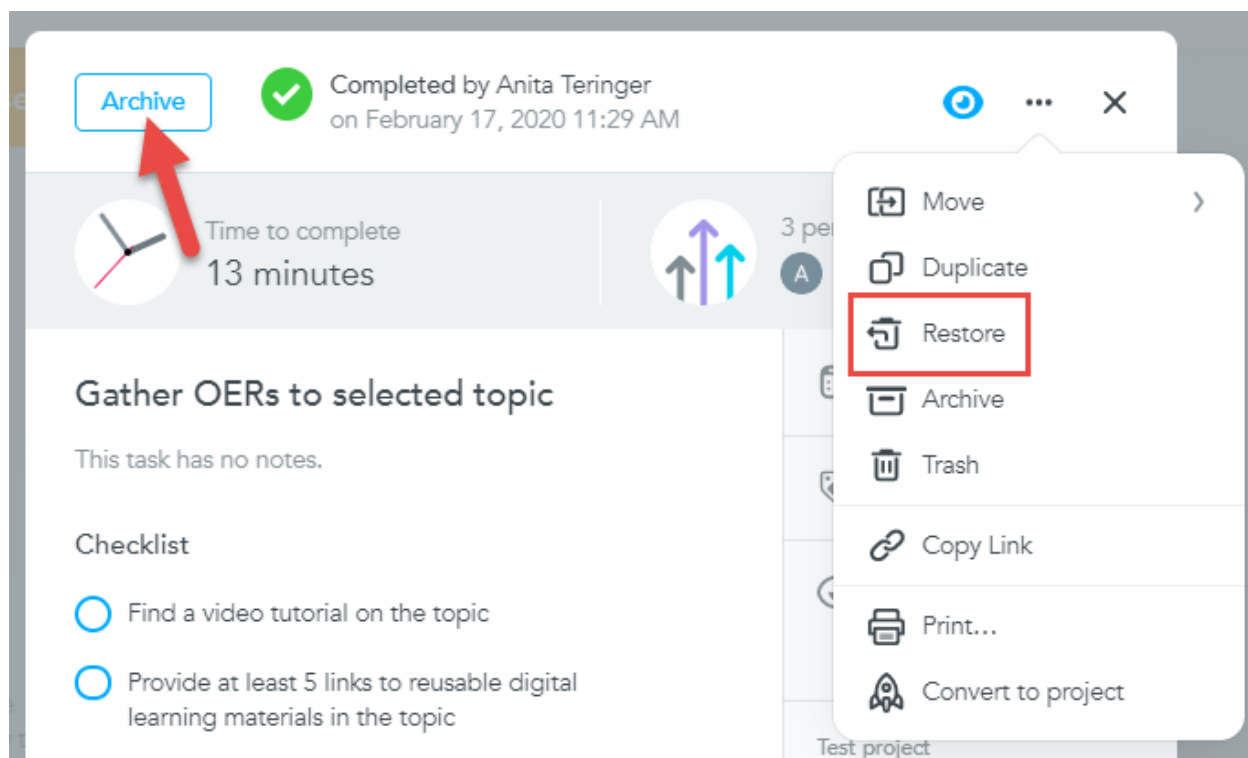
The screenshot shows a task titled "Gather OERs to selected topic" assigned to Anita Teringer. The task is marked as "Complete". A callout labeled "Deadline" points to the due date "Due on Feb 28, 2020". Another callout labeled "Responsible" points to the assignee "Anita Teringer". A third callout labeled "All activities performed with task are logged here" points to the "Activity" section, which contains a comment box and a log entry: "A FEW SECONDS AGO Anita Teringer added a checklist item Provide at least 5 links to reusable digital learning materials in the topic". The right sidebar shows project details for "Curriculum design", including creation and update timestamps.

You can **drag and drop** tasks between sections with a single move. There is also the option of converting a checklist item into a separate task.

Once you finish a task, click '**Complete**'.

The screenshot shows a task card for "Curriculum design" with a count of "1". The card has a green "Completed" status bar at the top. Below it, the task title "Gather OERs to selected topic" is displayed with the assignee's initial "A". At the bottom, the due date "Feb 28, 2020" and progress "0/2" are shown.

You can **archive** completed tasks, or **restore** them if you are not satisfied with the completion and want a colleague to work in it a bit more.



## Verwendung beim Lehren/ Lernen

It is the perfect choice for efficiently managing small to larger scale projects. We can organise tasks, set deadlines and assign responsible individuals to them. Documents can be attached, completed activities can be archived and later restored if needed .

A huge advantage of the tool is that it makes the planned tasks and their current status transparent for all participants, so that even project members who are physically far away from each other know what their own tasks are and what other fellows are doing.

## Tutorial-Video(s)

[MeisterTask YouTube channel tutorials](#)

- [Anmelden](#) oder [Registrieren](#), um Kommentare verfassen zu können

## **Art des Tools**

# **Project planning**

# **Project planning**

Project-based learning (a teaching-learning method) and projects are part of everyday life in schools. To run an institution effectively, school managers and teachers both need project management skills.

Online project management tools and task managers can effectively support the planning and implementation of small to large scale school projects, the monitoring of tasks as well as communication.

## **Preisgestaltung**

Free version available

## **Interface-Sprache**

English

**Enthält es ein eingebautes Repositorium, in dem wir Inhalte durchsuchen können, die von anderen Lehrern erstellt wurden?**

Nein

**Unterstützt die kostenlose Version Online-Kooperationen?**

Ja

## **Level**

For beginners

## **Verfasser**

Téringier Anita