

Digital tool

Short summary

Online project/task management tool.

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## Digital tool

- Link <https://www.meistertask.com/>
- Type of tool Project planning
- Pricing Free version available
- Interface language English
- Does it have a built-in repository where we can browse content created by other teachers? no
- Does the free version support online cooperation? yes
- Difficulty For beginners
- Author Téringer Anita
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### Description

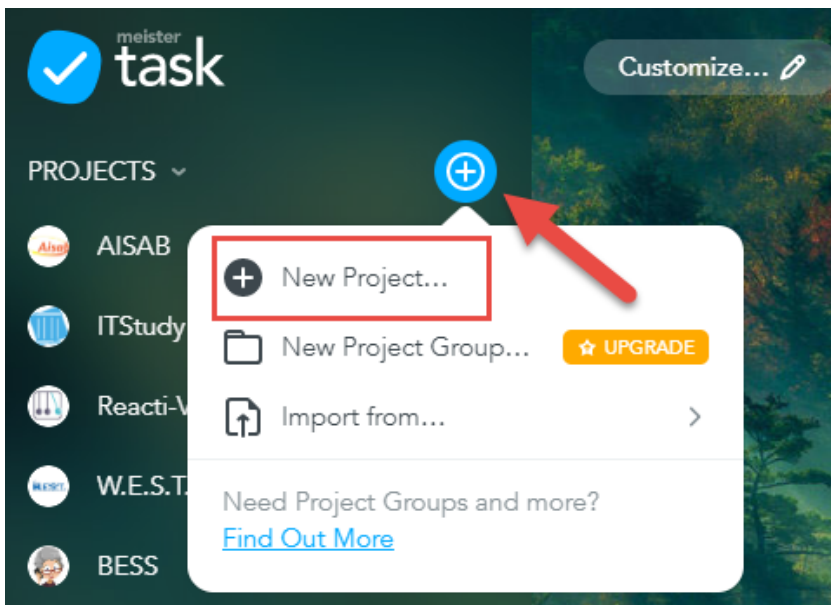
Clicking 'Get Started for Free' takes you to the login screen. You can choose to sign up/register with Google or Facebook, or you can do it with a valid email address.

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.

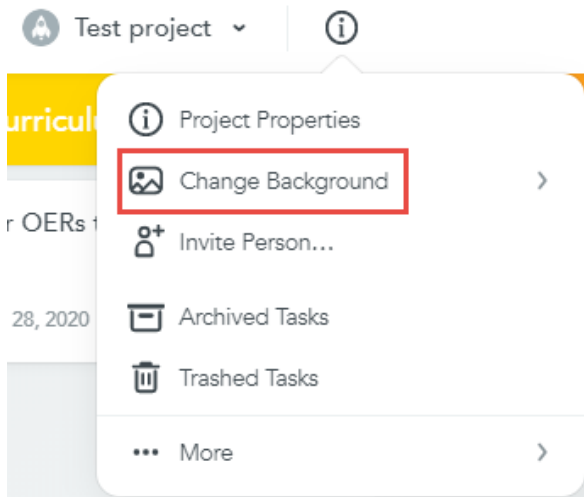


Give your new project a name and **invite the people** you want to involve in the project by email. The system also allows you to send a welcome message.

The image shows the 'New Project' form in MeisterTask. At the top, there's a title field with a rocket icon and the text 'New Project' (highlighted with a red box and the annotation 'Give it a title'). Below it is a description field with the placeholder 'Click to add description'. The section 'Share the project with others' contains a text input field with the placeholder 'Enter email addresses and team, group or user names' (highlighted with a red box). Below this is a list of users: Maria, Gabor, Agnes, Szilvia, and Kacsur, each with a plus icon. There's a checkbox labeled 'Include a personal message with your invitation' (highlighted with a red box). Below the checkbox is a text area with the placeholder 'This is optional'. At the bottom right are two buttons: 'Cancel' and '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.



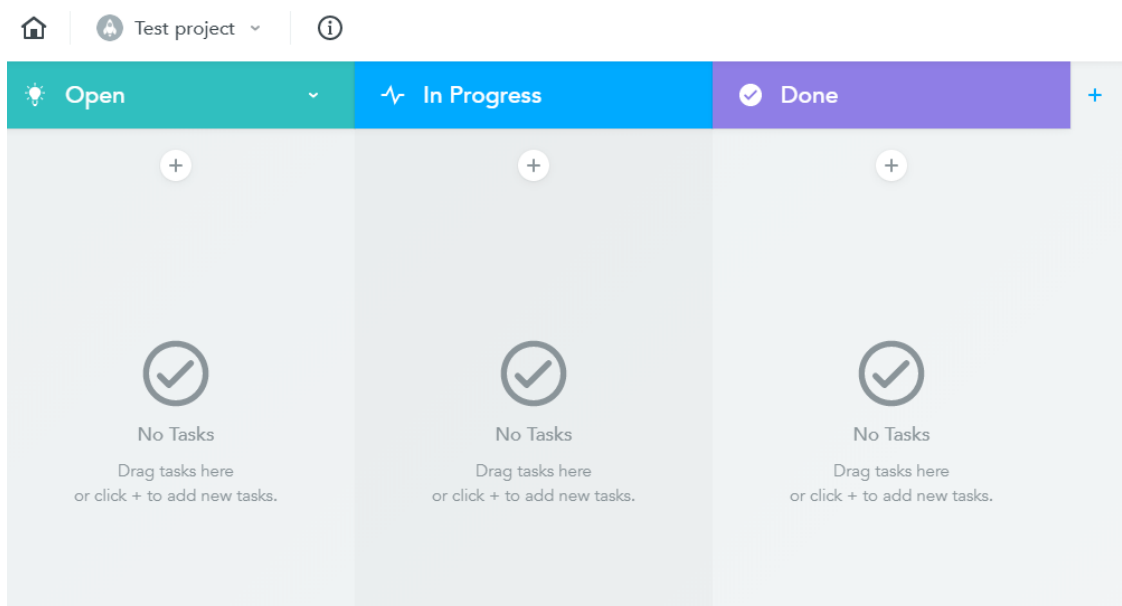
## Set up the structure

There are three default group headings for tasks:

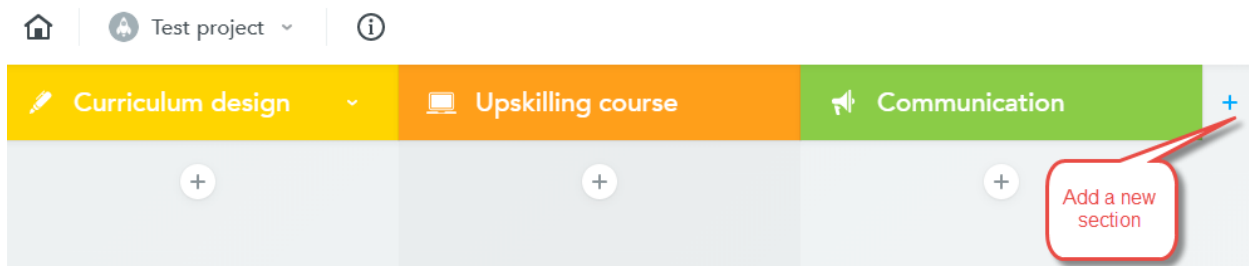
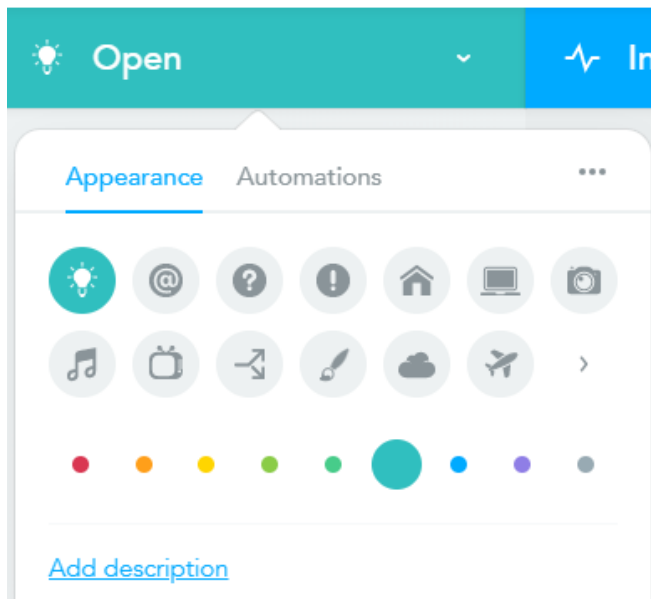
Open,  
In progress,  
Done.

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.

**Complete** Assigned to Anita Teringer ▾

**Deadline**

**Responsible**

### Gather OERs to selected topic

This task has no notes.

**Checklist**

- ☐ Find a video tutorial on the topic
- ☐ Provide at least 5 links to reusable digital learning materials in the topic
- + Add Checklist Item
- + Add Attachment

Activity ▾

Add Comment

😊

Save

A FEW SECONDS AGO  
Anita Teringer added a checklist item  
Provide at least 5 links to reusable digital learning materials in the topic

Due on Feb 28, 2020

Tags

Watching  
GL AT

Test project  
Curriculum design

+ Created  
February 17, 2020 11:15 AM

Updated  
February 17, 2020 11:19 AM

**All activities performed with task are logged here**

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**'.

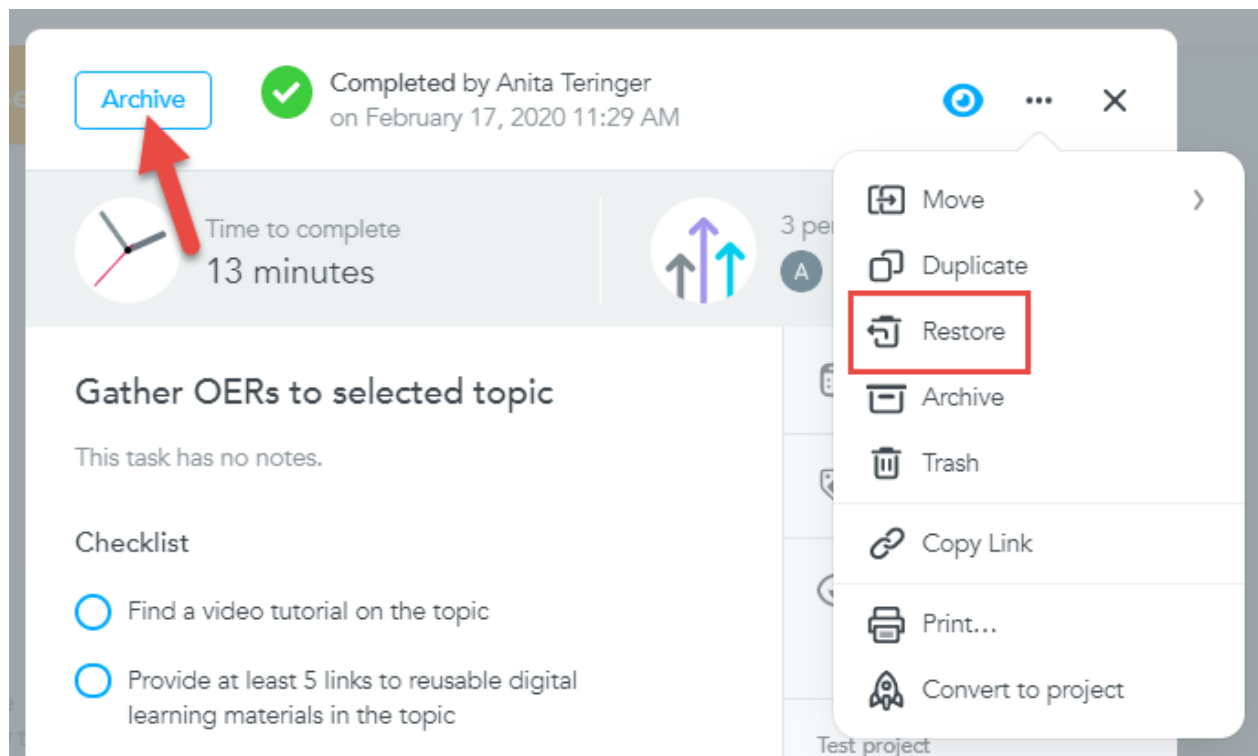
Curriculum design 1

✓ Completed

Gather OERs to selected topic A

Feb 28, 2020 0/2

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.



### Usage in teaching/learning

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](#)