Project Role Assignment

Date: [Insert Date]

Dear [Student Group Name],

As we begin our group project titled "[Project Title]," I would like to assign the roles to ensure clarity of responsibilities and maximize our productivity.

- **Project Coordinator:** [Student Name 1]
- **Research Lead:** [Student Name 2]
- **Designer:** [Student Name 3]
- **Presentation Specialist:** [Student Name 4]
- **Editor:** [Student Name 5]

Each member is expected to communicate effectively and collaborate well to meet our project deadlines. Please feel free to reach out to me if you have any questions.

Best regards,

[Your Name]
[Your Position/Role]
[Your Contact Information]